

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: July 13, 2016

A Regular School Board Meeting of the Board of Education will be held July 18, 2016 at 7:30 PM in the High School Room 101.

### Agenda

**1. CALL TO ORDER**

A. Pledge - Chairman Broden

**2. PREVIEW OF AGENDA**

*During this time any board member may pull any item(s) from the Consent Agenda*

**3. ADDITIONS TO THE AGENDA**

**4. CONSENT AGENDA**

- A. Minutes - June 20 & July 11 4
- B. Monthly Invoices - July 2016 - \$642,265.71 - Ch# 57171-57266 9
- C. Hand Payables - June 2016 - \$142,468.49 - Ck# 31339-31380 34
- D. Statement of Cash Balances - \$3,661,583.14 41
- E. Budget Comparison 42
- F. Wires Payments - June 2016 - \$197,253.42 43
- G. MSBA association dues and policy services renewal - \$4,831.00

**5. COMMUNICATIONS**

- A. BES Behavior Matrix with Statements - Lee Furuseth & Belinda Schermerhorn. FYI - No action needed. 45
- B. MDE Focus Designation parent letter - Lee Furuseth 49

**6. STUDENT INPUT AND RECOGNITION**

**7. PUBLIC PARTICIPATION**

**8. COMMITTEE REPORTS**

- A. Transportation
- B. Policy
- C. Facilities

- D. Negotiations
- E. Athletics
- F. Security
- G. Wellness
- H. Other

**9. REPORTS AND PRESENTATIONS**

- A. Student Handbooks
  - 1) Elementary School - Lee Furuseth 51
  - 2) High School - David Gooch 84
- B. School District Emergency Preparedness Handbook - updates - Furuseth/Gooch 120
- 10. Elementary and High School Device Handbooks - Brenda Dukek & Casey Norden 137

**11. SCHOOL BOARD ACTION**

**A. RESOLUTION ACCEPTING GIFTS/DONATIONS  
TO INDEPENDENT SCHOOL DISTRICT #162–BAGLEY**

**WHEREAS** the following ;therefore, **BE IT RESOLVED** by the School Board of Independent School District #162–Bagley School Board does hereby accepts the following donation:

- \* \$3,366.46 from Mahube-Otwa for Pathways II/School Readiness
- \* \$400.00 from Clearwater-Polk Electric for Track/Football Sign
- \* \$2,775.96 from Mahube-Otwa for Pathways II/School Readiness

- B. Milk Bids 177  
It is recommended that we accept Land O Lakes escalator milk bid for the 2016-2017 SY.

- C. Bread Bids 179  
It is recommended that we accept Pan-O-Gold bread bid for the 2016-2017 SY.

- D. Meal Price for 2016-2017 SY  
It is recommended that the meal and milk prices for the 2016-2017 SY increase \$.10 from 2015-2016 SY.  
Elementary & High School Breakfast - \$1.40  
Elementary: \$2.40  
High School: \$2.55

The following will remain the same price as the 2015-2016 SY  
Adult: \$3.85  
Milk – \$0.30

Soy Milk - \$0.70	
A La Carte Items (must follow smart snack in school guidelines) Prices will vary.	
E. BHS Athletic Statement - 2016-2017	181
F. Athletic Fees 2016-2017	
<b>Participation Fees</b> - \$65 Athletics and \$20 Fine Arts	
<b>Admission Prices</b> - \$6 adults, \$4 students/senior, grade 2 and under are free.	
<b>Activity Pass Fees</b>	
\$75 for family, \$50 for individual, \$35 for individual seniors, \$50 staff family, \$25 staff individual, \$25 student	
Recent Alumni (graduated from BHS within 2 years - \$25 (New Category)	
G. Coaches Professional Development Proposal	188
H. Policy Second Reading, Comments and Adoption	
1) Policy 524 - Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy - <b>REVISION</b>	189
2) Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources - <b>NEW</b>	197
I. Social Studies Curriculum	211
J. Liaison Officer MOU for 2016-2017 SY	217
K. MOU - Dance Chaperones	223
L. MOU - Custodian Work Agreement	224
M. Long-term Facility Maintenance Revenue/Expenditure - 10 year plan	227
N. Establishing Dates for Filing for the School Board Election	235
O. Consider BHS Dean of Student Licensed to Carry a Hand Gun	
P. Air Conditioning System for IT Room Quote	236
Recommendation is to accept Clearbrook Electric's Quote in amount \$7,688.00	
<b>12. NEXT MEETINGS AGENDA ITEMS - Chairman Broden</b>	
<b>13. MEETING SCHEDULE - Chairman Broden</b>	
<i>Monday, August 1, 2016, at 7:30 p.m. in High School Room 101</i>	
<b>14. ADJOURNMENT</b>	

**BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
JUNE 20, 2016  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on Monday, June 20, 2016, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes and Superintendent Cairns. Members absent: Toby Anderson and Kathy Clark.

Chairman Broden called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to approve the following consent agenda items:
  - A. Minutes – June 6
  - B. June 2016 Invoices - \$123,699.10 – Ck# 57083-57170
  - C. May 2016 Hand Payables - \$162,236.47 – Ck# 31282-31338
  - D. May 2016 Statement of Cash Balances – \$3,511,440.04
  - E. May 2016 Budget Comparison
  - F. May 2016 Wires Payments – \$642,779.17
  - G. Elementary School and High School Auxiliary AccountMotion carried 4-0.

2. Sara Titera and Doug Sloan were selected as the community members who will serve on the Curriculum Advisory Committee.

3. Superintendent Cairns announced that BES raised \$2,437.78 for Pennies for Patients.

4. A motion was made by Amy Fontaine, seconded by Wendy Fultz to approve the K-6 Literacy Plan and Read Well by Third Grade Plan. Motion carried 4-0.

5. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to adopt resolution accepting gifts/donations to Bagley Public Schools:

**WHEREAS** the following; therefore, **BE IT RESOLVED** by the School Board of Independent School District #162 – Bagley School Board does hereby accepts the following donations:

- \* \$500 from Clearwater Trailblazers for Summer Recreation
  - \* \$5,000 from Garden Valley Telephone for Track/Football Sign
  - \* \$5,000 from Bagley Co-op for Track/Football Sign
  - \* \$1,000 from Friborg Contracting for Track/Football Sign
  - \* \$5,000 from Nei Bottling for Track/Football Sign
  - \* \$10,000 from Sanford Health for Track/Football Sign
  - \* \$3,600 from Watchfire Signs for Track/Football Sign
  - \* \$412.76 from Target for Elementary School
  - \* \$221.04 from Target for High School
  - \* \$700.00 from Choice Therapy for Summer Recreation
- Motion carried 4-0.

6. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to hire Carl Jacobs as a special education, ASD teacher contingent upon receipt of a satisfactory background check and licensure. Motion carried 4-0.

7. A motion was made by Amy Fontaine, seconded by LeAnn Agnes, to hire Andrew Floyd as an elementary school teacher contingent upon receipt of a satisfactory background check and licensure. Motion carried 4-0.

8. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to accept the resignation of Matthew Penner. Motion carried 4-0.

9. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to grant tenure to David Christensen. Motion carried 4-0.
10. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to grant tenure to Maria Bjorklund. Motion carried 4-0.
11. Member Amy Fontaine introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF CHARLES RERICK,  
A PROBATIONARY TEACHER.

WHEREAS, Charles Rerick is a probationary teacher(s) in Independent School District No. 162.

BE IT RESOLVED, by the School Board of Independent School District No. 162, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Charles Rerick, a probationary teacher in Independent School District No. 162, is hereby terminated at the close of the current 2015-2016 school year and not to be renewed for the 2016-2017 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION  
AND NON-RENEWAL

Mr. Charles Rerick  
Address

Dear Mr. Charles Rerick:

You are hereby notified that at a regularly scheduled meeting of the School Board of Independent School District No. 162 held on June 20, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016-2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract.

Sincerely,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 162

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Wendy Fultz

and upon vote being taken thereon, the following voted in favor thereof Adam Broden, Wendy Fultz, LeAnn Agnes and Amy Fontaine and the following voted against the same: none

whereupon said resolution was declared duly passed and adopted.

12. A motion was made by LeAnn Agnes, seconded by Wendy Fultz to renew teaching contract for Ashley Nordlund for the 2016-2017 school year contingent upon receipt of licensure. Motion carried 4-0.

13. A motion was made by Amy Fontaine, seconded by Wendy Fultz to authorize the Superintendent to pay all outstanding bills through June 30, make fund and budget adjustments to close out the funds for the 2015-2016 school year to prepare for the annual school audit. Motion carried 4-0.
14. A motion was made by Wendy Fultz, seconded by Amy Fontaine, to accept the BHS parking lot seal coating & striping bid of Pitch Black Sealcoating in the amount of \$20,241.60. Minnesota Seal Coating & Striping bid (\$16,500) did not include hot patch repairs. Motion carried 4-0.
15. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to accept the bid for door replacement and hardware of Vercon, Inc. in the amount of \$8,093.86. Clarity Glass bid (\$7,429) did not include any key cylinders or door closers in their bid. Motion carried 4-0.
16. The following bids for a commercial property liability and transportation insurance were publicly read:
  - A. Minnesota Insurance Scholastic Trust (MIST) - \$53,451.19
  - B. Vaaler Education Insurance - \$70,822.88
  - C. Lindfors Insurance Agency - \$91,165.00

A motion was made by Wendy Fultz, seconded by LeAnn Agnes to approve the contract with Minnesota Insurance Scholastic Trust (MIST) for commercial property, liability and transportation insurance. Motion carried 4-0. See attached resolution.

17. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to rescind the \$70 dance chaperone compensation motion from the June 6 Minutes. The dance chaperone compensation will remain at \$50 and the school board and BEA negotiators will meet to consider a MOU for dance chaperone pay. Motion carried 4-0.
18. Readings of the following policies were held:
  - a. Policy 524 – Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy
  - b. Policy 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources
19. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to revise Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds. Motion carried 4-0.
20. A motion was made by Wendy Fultz, seconded by Amy Fontaine to revise Policy 550 – Policy Regulating Drivers Training. Motion carried 4-0.
21. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to adopt Policy 612-1 – Development of Parental Involvement Policies for Title I Programs. Motion carried 4-0.
22. A motion was made by Amy Fontaine, seconded by Wendy Fultz to revise Policy 616 – School District System Accountability. Motion carried 4-0.
23. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to adopt Policy 801 – Equal Access to School Facilities. Motion carried 4-0.
24. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to revise Policy 806 – Crisis Management Policy and 806F – For Assistance in Drafting a Crisis Management Plan. Motion carried 4-0.
25. Board Member Wendy Fultz introduced following resolution and moved its adoption:

**RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT**

**WHEREAS**, a vacancy exists in the office of school board member with a term expiring after the receipt of the certificate of election and taking the oath of office; and

**WHEREAS**, the vacancy occurred more than ninety (90) days prior to the first Tuesday after the Monday in November in the year the vacancy occurred and prior to the fourth year of the vacant term;

**NOW THEREFORE BE IT RESOLVED** by the School Board of Independent School District No. 162, State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, Jamie Grover is hereby appointed to fill the vacancy and to serve until a successor is elected and qualified. The appointment shall be effective thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

The motion for the adoption of the foregoing resolution was duly seconded by Amy Fontaine

and upon vote being taken thereon, the following voted in favor thereof Adam Broden, Wendy Fultz, LeAnn Agnes and Amy Fontaine and the following voted against the same: none.

whereupon said resolution was declared duly passed and adopted.

26. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to approve the 2016-2017 SY preliminary budget. Motion carried 4-0.

27. ITEMS FOR THE NEXT AGENDA:

- A. School Board Policy – 2<sup>nd</sup> Readings
- B. Milk and Bread Bids
- C. BES and BHS Student Handbooks
- D. Meal Prices
- E. Staffing
- F. Consider BHS Dean of Student Licensed to Carry a Handgun

28. The next meeting of the School Board will be held on Monday, July 18, 2016, at 7:30 p.m. in High School Room 101.

29. A motion was made by Amy Fontaine to adjourn the meeting at 8:51 p.m.

Adam Broden, Chairman  
School Board  
Ind. School District #162

Wendy Fultz, Clerk  
School Board  
Ind. School District #162

**BAGLEY PUBLIC SCHOOLS  
SPECIAL SCHOOL BOARD MEETING  
July 11, 2016  
MINUTES**

The special meeting of the School Board, Independent School District #162 was held on Monday, July 11, 2016, at 7:30 a.m. at High School Room 101. Members present Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Toby Anderson, Kathy Clark and Superintendent Cairns. Members absent: None.

Chairman Broden called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to hire Peter Larson as the head varsity softball coach. Motion passed 6-0.
2. A motion was made by Amy Fontaine, seconded by Kathy Clark to hire Daniel Peddycoart as a physical education/health teacher contingent upon receipt of a satisfactory background check and licensure. Motion passed 6-0.
3. A motion was made by LeAnn Agnes, second Wendy Fultz to hire Ashley Kolstad as a speech and language pathologist contingent upon receipt of a satisfactory background check and licensure. Motion passed 6-0.
4. A motion was made by Toby Anderson, seconded by Kathy Clark to hire Molly Jeska as a speech and language pathologist contingent upon receipt of a satisfactory background check and licensure. Motion passed 6-0.
5. A motion was made by Amy Fontaine to adjourn the meeting at 7:37 a.m.

Adam Broden, Chairman  
School Board  
Ind. School District #162

Wendy Fultz, Clerk  
School Board  
Ind. School District #162

## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57171	1142		ACME TOOLS - BEMIDJI		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$14.98	
		Voucher #: 62472	Invoice		Invoice No: 4248555	7/18/2016			
								Paid Amt:	\$14.98
								Check Amount:	\$14.98
0162	FNB	57172	00687		ALL FLAGS, LLC		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$137.85	
		Voucher #: 62467	Invoice		Invoice No: 409501	7/18/2016			
								Paid Amt:	\$137.85
								Check Amount:	\$137.85
0162	FNB	57173	01725		AMERIPRIDE LINEN, INC.		Check		
				E 01	300 361 830 305 000	Consulting/Fees For Services		\$35.00	
		Voucher #: 62568	Invoice		Invoice No: 3500926269	7/18/2016			
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$35.00	
		Voucher #: 62668	Invoice		Invoice No: 3500926299	7/18/2016			
								Paid Amt:	\$35.00
								Check Amount:	\$70.00
0162	FNB	57174	04830		BAGLEY AUTO VALUE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$222.24	
		Voucher #: 62536	Invoice		Invoice No: JUNE16	7/18/2016			
								Paid Amt:	\$222.24
								Check Amount:	\$222.24
0162	FNB	57175	18860		BAGLEY COOP OIL ASSN.		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$24.00	
		Voucher #: 62669	Invoice		Invoice No: 8601-2	7/18/2016			
				E 01	310 810 000 440 000	Heating Fuel-Maintenance		\$194.85	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$380.00	
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$3,093.68	
		Voucher #: 62670	Invoice		Invoice No: JUNE16	7/18/2016			
								Paid Amt:	\$3,668.53
								Check Amount:	\$3,692.53
0162	FNB	57176	05980		BAGLEY MERCANTILE HARDWARE, INC		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$253.80	
		Voucher #: 62580	Invoice		Invoice No: JUNE16	7/18/2016			
								Paid Amt:	\$253.80
								Check Amount:	\$253.80
0162	FNB	57177	08280		BEMIDJI REGIONAL INTERDISTRICT		Check		
				E 01	005 405 740 396 000	Deaf/Hard of Hearing Salary - Purchased		\$9,555.85	
				E 01	005 405 740 397 000	Deaf/Hard of Hearing Fringe - Purchased		\$1,612.58	
				E 01	005 406 740 396 000	Visually Impaired Salary - Purchased		\$203.42	
				E 01	005 406 740 397 000	Visually Impaired Fringe - Purchased		(\$97.82)	
				E 01	005 760 723 396 000	Special Ed Salary - Purchased		(\$348.82)	
				E 01	005 760 723 397 000	Special Ed Fringe - Purchased		\$983.24	
				E 01	005 420 740 396 000	Special Ed Salary - Purchased		\$4,148.88	

## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57177	08280		<b>BEMIDJI REGIONAL INTERDISTRICT</b>		Check
				E 01	005 420 740 397 000	Special Ed Fringe - Purchased	\$628.56
				E 01	005 401 740 396 000	Speech Salary - Purchased	\$2,950.00
				E 01	005 403 740 396 000	Sev Prof Spec Ed Salary - Purchased	\$1,048.26
				E 01	005 416 740 396 000	Multi Needs Spec Ed Salary - Purc	\$1,048.26
				E 01	100 401 740 396 000	Speech Salary- Purchased	\$11,909.23
				E 01	100 401 740 397 000	Speech Fringe - Purchased	\$2,026.56
				E 01	100 402 740 396 000	MM- Cognitive Dis. Salary - Purchased	\$4,258.62
				E 01	100 402 740 397 000	MM Cognitive Dis. Fringe - Purchased	\$895.21
				E 01	100 407 740 396 000	Special Ed Salary - Purchased	\$2,943.39
				E 01	100 407 740 397 000	Special Ed Fringe - Purchased	\$701.42
				E 01	100 408 740 396 000	EBD Salary - Purchased	\$7,761.67
				E 01	100 408 740 397 000	EBD Fringe - Purchased	\$1,443.69
				E 01	100 410 740 396 000	Other Health Dis. Salary - Purchased	\$8,539.12
				E 01	100 410 740 397 000	Other Health Dis. Fringe - Purchased	\$1,676.61
				E 01	100 411 740 396 000	Autism Salary - Purchased	\$5,275.05
				E 01	100 411 740 397 000	Autism Fringe - Purchased	\$197.79
				E 01	100 412 740 396 000	ECSE Salary - Purchased	\$24,565.50
				E 01	100 412 740 397 000	ECSE Fringe - Purchased	\$5,172.08
				E 01	100 420 740 396 000	Special Ed Salary - Purchased	\$8,195.14
				E 01	100 420 740 397 000	Special Ed Fringe - Purchased	\$1,666.26
				E 01	300 211 000 305 000	Fees For Services-High School	(\$1,064.66)
				E 01	300 211 000 394 000	to Other Agencies-School to Work	(\$768.84)
				E 01	300 401 740 396 000	Special Ed Salary - Purchased	(\$259.12)
				E 01	300 401 740 397 000	Speech Salary- Purchased	(\$39.26)
				E 01	300 402 740 396 000	MM-Cognitive Dis. Salary - Purchased	\$12,995.56
				E 01	300 402 740 397 000	MM - Cognitive Dis. Fringe - Purchased	\$1,769.80
				E 01	300 403 740 396 000	SP Cognitive Dis. Salary - Purchased	\$4,800.75
				E 01	300 403 740 397 000	SP Cognitive Dis. Fringe - Purchased	\$1,024.89
				E 01	300 405 740 396 000	Special Ed Salary - Purchased	(\$132.50)
				E 01	300 405 740 397 000	Special Ed Fringe - Purchased	(\$153.17)
				E 01	300 408 740 396 000	EBD Salary - Purchased	\$3,416.79
				E 01	300 408 740 397 000	EBD Fringe - Purchased	\$390.15
				E 01	300 410 740 396 000	Other Health Dis. Salary - Purchased	\$10,272.00
				E 01	300 410 740 397 000	Other Health Dis. Fringe - Purchased	\$2,132.75
				E 01	300 420 740 396 000	Special Ed Salary - Purchased	\$5,522.80
				E 01	300 420 740 397 000	Special Ed Fringe - Purchased	\$986.70

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Voucher #: 62548 Invoice Invoice No: 071116

7/18/2016

Paid Amt: \$149,854.39

## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57177	08280		<b>BE MIDJI REGIONAL INTERDISTRICT</b>		Check		
				E 01	005 400 000 305 000	Consulting/Fees For Services		\$6,558.95	
		<b>Voucher #:</b>	<b>62549</b>	Invoice	<b>Invoice No:</b> 07112016	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$6,558.95</b>	
				E 01	005 406 740 396 000	Visually Impaired Salary - Purchased		\$2,799.36	
				E 01	005 406 740 397 000	Visually Impaired Fringe - Purchased		\$357.16	
		<b>Voucher #:</b>	<b>62644</b>	Invoice	<b>Invoice No:</b> 071216	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$3,156.52</b>	
								<b>Check Amount:</b>	<b>\$159,569.86</b>
0162	FNB	57178	08625		<b>BE MIDJI WELDERS SUPPLY</b>		Check		
				E 01	300 255 000 430 000	Instructional Supply-Industrial Tech		\$85.50	
		<b>Voucher #:</b>	<b>62530</b>	Invoice	<b>Invoice No:</b> B16060012	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$85.50</b>	
								<b>Check Amount:</b>	<b>\$85.50</b>
0162	FNB	57179	09119		<b>BIO CORPORATION</b>		Check		
				E 01	300 260 000 430 000	EW0912F 9-12" EARTHWORMS - 50 PK		\$22.00	
				E 01	300 260 000 430 000	CF0406P 4-6" PLAIN CRAY FISH		\$32.00	
				E 01	300 260 000 430 000	LF0445S 4-4.5" SINGLE LEOPARD FROGS		\$132.00	
				E 01	300 260 000 430 000	SF0506P 5-6" PLAIN STARFISH		\$50.00	
				E 01	300 260 000 430 000	GH0001J PLAIN GRASSHOPPERS - UNIT O		\$8.20	
				E 01	300 260 000 430 000	Y202 APPLAUSE SYNTHETIC EXAM GLOVE		\$57.00	
				E 01	300 260 000 430 000	SHIPPING		\$54.82	
		<b>Voucher #:</b>	<b>62609</b>	Invoice	<b>Invoice No:</b> 241149	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$356.02</b>	
								<b>Check Amount:</b>	<b>\$356.02</b>
0162	FNB	57180	1090		<b>BJORKLUND COMPENSATION CONSULTING, LLC</b>		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,200.00	
		<b>Voucher #:</b>	<b>62466</b>	Invoice	<b>Invoice No:</b> 00003660	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,200.00</b>	
								<b>Check Amount:</b>	<b>\$1,200.00</b>
0162	FNB	57181	09993		<b>BMI EDUCATIONAL SERVICES</b>		Check		
				E 01	300 220 000 430 000	P8186 SECRET LIFE OF BEES		\$128.00	
				E 01	300 220 000 430 000	Q260 THE GREAT GATSBY		\$128.00	
				E 01	300 220 000 430 000	P492 THE KITE RUNNER		\$128.00	
				E 01	300 220 000 430 000	9780061950728 THE ORPHAN TRAIN		\$479.60	
				E 01	300 220 000 430 000	SHIPPING		\$69.09	
		<b>Voucher #:</b>	<b>62642</b>	Invoice	<b>Invoice No:</b> 635115	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$932.69</b>	
								<b>Check Amount:</b>	<b>\$932.69</b>
0162	FNB	57182	11500		<b>BOWL INN</b>		Check		
				E 01	300 241 000 305 000	Consulting/Fees For Services		\$1,800.00	
		<b>Voucher #:</b>	<b>62458</b>	Invoice	<b>Invoice No:</b> 130	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,800.00</b>	
								<b>Check Amount:</b>	<b>\$1,800.00</b>

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57183	12219		<b>BSN SPORTS</b>		Check		
				E 04	005 586 332 401 132	General Supplies-Youth Enrich.-S Rec		\$1,602.75	
		<b>Voucher #:</b>	<b>62459</b>	Invoice	<b>Invoice No:</b> 7979837	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,602.75</b>	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$1,075.80	
		<b>Voucher #:</b>	<b>62498</b>	Invoice	<b>Invoice No:</b> 97998769	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,075.80</b>	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$63.85	
		<b>Voucher #:</b>	<b>62499</b>	Invoice	<b>Invoice No:</b> 97996924	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$63.85</b>	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$1,511.55	
		<b>Voucher #:</b>	<b>62661</b>	Invoice	<b>Invoice No:</b> 98024171	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,511.55</b>	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$1,470.55	
		<b>Voucher #:</b>	<b>62662</b>	Invoice	<b>Invoice No:</b> 98024174	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,470.55</b>	
				E 01	300 292 302 530 000	Equipment-Athletic		\$12,960.00	
				E 01	300 292 302 530 000	Equipment-Athletic		\$289.55	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$3,615.00	
		<b>Voucher #:</b>	<b>62663</b>	Invoice	<b>Invoice No:</b> 98024172	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$16,864.55</b>	
								<b>Check Amount:</b>	<b>\$22,589.05</b>
0162	FNB	57184	1139		<b>CHAMPIONSHIP PRODUCTIONS</b>		Check		
				R 01	005 000 000 099 000	FD-04496 THE 4-4 SWARM DEFENSE SERIE		\$139.99	
				R 01	005 000 000 099 000	THE SHOTGUN FLY OFFENSE - 3PK		\$104.99	
				R 01	005 000 000 099 000	SHIPPING		\$15.99	
		<b>Voucher #:</b>	<b>62496</b>	Invoice	<b>Invoice No:</b> 1079149	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$260.97</b>	
								<b>Check Amount:</b>	<b>\$260.97</b>
0162	FNB	57185	16684		<b>CLEARWATER CO HISTORICAL SOC</b>		Check		
				E 01	100 620 000 401 000	SUBSCRIPTION RENEWAL - BES MEDIA CE		\$15.00	
		<b>Voucher #:</b>	<b>62650</b>	Invoice	<b>Invoice No:</b> 071216	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
				E 01	300 620 000 401 000	SUBSCRIPTION RENEWAL FOR THE HS ME		\$15.00	
		<b>Voucher #:</b>	<b>62651</b>	Invoice	<b>Invoice No:</b> 07122016	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
								<b>Check Amount:</b>	<b>\$30.00</b>
0162	FNB	57186	16717		<b>CLEARWATER CO LANDFILL</b>		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$30.00	
		<b>Voucher #:</b>	<b>62575</b>	Invoice	<b>Invoice No:</b> 359112, 359118	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$30.00</b>	
								<b>Check Amount:</b>	<b>\$30.00</b>
0162	FNB	57187	17509		<b>COLEPAPERS INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$407.07	
		<b>Voucher #:</b>	<b>62684</b>	Invoice	<b>Invoice No:</b> 9221354	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$407.07</b>	
								<b>Check Amount:</b>	<b>\$407.07</b>
0162	FNB	57188	17691		<b>COMFORT POINT, INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,342.87	

## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57188	17691		COMFORT POINT, INC.		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$939.09	
		Voucher #: 62577	Invoice		Invoice No: 467	7/18/2016		Paid Amt: \$2,281.96	
								Check Amount: \$2,281.96	
0162	FNB	57189	1366		COMO OIL & PROPANE		Check		
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$2,291.26	
		Voucher #: 62657	Invoice		Invoice No: 830160	7/18/2016		Paid Amt: \$2,291.26	
								Check Amount: \$2,291.26	
0162	FNB	57190	1245		CONSTRUCTIVE PLAYTHINGS		Check		
				E 04	005 580 325 401 000	IPR-505 ROAD BUILDERS SET - 15 PC		\$47.99	
				E 04	005 580 325 401 000	SHIPPING		\$9.95	
		Voucher #: 62552	Invoice		Invoice No: 5148025000	7/18/2016		Paid Amt: \$57.94	
				E 04	005 582 344 401 000	XX-13519 DRESS UP STATION		\$60.00	
				E 04	005 580 325 401 000	SPLIT		\$59.99	
				E 04	005 582 344 401 000	Freight		\$9.00	
				E 04	005 580 325 401 000	Freight		\$9.00	
		Voucher #: 62553	Invoice		Invoice No: 5148042500	7/18/2016		Paid Amt: \$137.99	
								Check Amount: \$195.93	
0162	FNB	57191	18899		COOLE SCHOOL		Check		
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED QUOTE		\$1,635.90	
		Voucher #: 62555	Invoice		Invoice No: 161829-161830	7/18/2016		Paid Amt: \$1,635.90	
								Check Amount: \$1,635.90	
0162	FNB	57192	1378		CUSTOM INK		Check		
				E 04	005 505 321 401 000	PLEASE SEE ATTACHED QUOTE		\$830.40	
		Voucher #: 62550	Invoice		Invoice No: 7658843	7/18/2016		Paid Amt: \$830.40	
								Check Amount: \$830.40	
0162	FNB	57193	1170		DEAN FOODS NC		Check		
				E 02	005 770 709 495 000	Milk- Summer Food Service		\$81.60	
		Voucher #: 62672	Invoice		Invoice No: 10624273	7/18/2016		Paid Amt: \$81.60	
								Check Amount: \$81.60	
0162	FNB	57194	21505		DEMCO INC.		Check		
				E 01	300 620 000 401 000	KA-H10499 EXPLORE NON-FICTION POSTE		\$12.26	
				E 01	300 620 000 401 000	KA-H10550 DIGITAL CITIZENSHIP BOOKMA		\$6.77	
				E 01	300 620 000 401 000	KA-H10426 DEWEY WARD CLOUD MINI PO		\$10.62	
				E 01	300 620 000 401 000	KA-H10526 LITERACY QUOTES BOOKMARI		\$6.77	
				E 01	300 620 000 401 000	KA-H10580 CREATE BOOKMARK		\$6.77	
				E 01	300 620 000 401 000	KA-H10589 COLOR CRAZE BOOKMARK		\$6.77	
				E 01	300 620 000 401 000	KA-H175495 PUMPKIN SPICE BOOMARKS		\$5.54	

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57194	21505		DEMCO INC.		Check
				E 01	300 620 000 401 000	SHIPPING	\$0.00
		<b>Voucher #: 62590</b>	Invoice		<b>Invoice No: 5907604</b>	<b>7/18/2016</b>	<b>Paid Amt: \$55.50</b>
				E 01	300 620 000 401 000	WL13692550 LITERACY QUOTES POSTER :	\$8.16
				E 01	300 620 000 401 000	WL13692920 DIGITAL CITIZENSHIP POSTER	\$14.64
				E 01	300 620 000 401 000	WL13668000 EXPLORE NANFICTION POST	\$12.26
				E 01	300 620 000 401 000	WL13692940 DIGITAL CITIZENSHIP MINI PC	\$8.20
				E 01	300 620 000 401 000	WL13636940 DEWEY WARD CLOUD POSTER	\$10.62
				E 01	300 620 000 401 000	WL13692560 LITERACY QUOTES BOOKMARK	\$6.56
				E 01	300 620 000 401 000	WL13708740 CREATE BOOKMARK	\$6.56
				E 01	300 620 000 401 000	WL13692930 DIGITAL CITIZENSHIP BOOKMARK	\$19.68
				E 01	300 620 000 401 000	WL13714020 COLOR CRAZE FLORAL BOOKMARK	\$6.56
				E 01	300 620 000 401 000	WL13617380 CANDY HEARTS SCENTED BOOKMARK	\$10.66
				E 01	300 620 000 401 000	WL13563790 PUMPLIN SPICE SCENTED BOOKMARK	\$10.66
				E 01	300 620 000 401 000	SHIPPING	\$0.00
		<b>Voucher #: 62591</b>	Invoice		<b>Invoice No: 5907605</b>	<b>7/18/2016</b>	<b>Paid Amt: \$114.56</b>
							<b>Check Amount: \$170.06</b>
0162	FNB	57195	21783		DISCOUNT SCHOOL SUPPLY		Check
				E 04	005 582 344 401 000	FSWTSET FLOURESENT PAINT - SET 7	\$23.99
				E 04	005 582 344 401 000	GWST RED	\$10.99
				E 04	005 582 344 401 000	GPG PURPLE - GAL	\$22.99
				E 04	005 582 344 401 000	12CP BROWN 12X18	\$23.88
				E 04	005 582 344 401 000	12CP BLACK 12X18	\$23.88
				E 04	005 582 344 401 000	12CP WHITE 12X18	\$23.88
				E 04	005 582 344 401 000	12CP LT BLUE	\$11.94
				E 04	005 582 344 401 000	12CP HOLIDAY GREEN	\$23.88
				E 04	005 582 344 401 000	12CP YELLOW 12X18	\$9.95
				E 04	005 582 344 401 000	9CP YELLOW 9X12	\$4.90
				E 04	005 582 344 401 000	9CP ORANGE 9X12	\$4.90
				E 04	005 582 344 401 000	9CP BROWN 9X12	\$5.88
				E 04	005 582 344 401 000	9CP VIOLET 9X12	\$5.88
				E 04	005 582 344 401 000	9CP PINK 9X12	\$5.88
				E 04	005 582 344 401 000	9CP BRIGHT BLUE 9X12	\$5.88
				E 04	005 582 344 401 000	GPOM GLITTER POMS	\$31.47
				E 04	005 582 344 401 000	BESAFE ROAD SIGNS	\$24.99
				E 04	005 582 344 401 000	BUILD EXCELLEARATIONS ROAD BLDR SE	\$19.99
				E 04	005 582 344 401 000	SHIPPING - FREE	\$0.00
		<b>Voucher #: 62446</b>	Invoice		<b>Invoice No: D22760860101</b>	<b>7/18/2016</b>	<b>Paid Amt: \$285.15</b>
				E 04	005 580 325 401 000	STEMMATS MAGNETIC SHAPES ENGINEER	\$19.99

## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57195	21783		DISCOUNT SCHOOL SUPPLY		Check
				E 04	005 580 325 401 000	LWORANGE LIQUID WATER COLOR ORAN	\$3.89
				E 04	005 580 325 401 000	LW YELLOW LIQUID WATER COLOR	\$3.89
				E 04	005 580 325 401 000	LW GREEN LIQUID WATER COLOR	\$3.89
				E 04	005 580 325 401 000	LW VIOLET LIQUID WATER COLOR	\$3.89
				E 04	005 580 325 401 000	LW RED LIQUID WATER COLOR	\$3.89
				E 04	005 580 325 401 000	LW BLUE LIQUID WATER COLOR	\$3.89
				E 04	005 580 325 401 000	GCAP ORANGE ACTIVITY PAINT - GAL	\$13.99
				E 04	005 580 325 401 000	GCAP RED ACTIVITY PAINT - GAL	\$13.99
				E 04	005 580 325 401 000	GCAP YELLOW ACTIVITY PAINT - GAL	\$13.99
				E 04	005 580 325 401 000	CWWC CRAYOLA WATER COLOR - 8 REGL	\$16.14
				E 04	005 580 325 401 000	FUNKYDAB CREATIVE DABBER BRUSHES	\$10.99
				E 04	005 580 325 401 000	12MBR PAINT A DOT BRUSHES	\$6.99
				E 04	005 580 325 401 000	WARDROBE DRESS ME STAMPING KIT	\$12.99
				E 04	005 580 325 401 000	SPONGE PRIMARY CHUBBIE MARKER SET	\$13.99
				E 04	005 580 325 401 000	LGT1 SPECTRAART TISSUE - 100SH	\$11.49
				E 04	005 580 325 401 000	12CPWHITE CONSTRUCTION PAPER	\$5.97
				E 04	005 580 325 401 000	12CP BROWN CONSTTRUCTION PAPER	\$5.97
				E 04	005 580 325 401 000	12CP BLACK CONSTRUCTION PAPER	\$5.97
				E 04	005 580 325 401 000	12CP ORANGE CONSTRUCTION PAPER	\$5.97
				E 04	005 580 325 401 000	FELT COLORED FELT - 50 SHEETS	\$14.68
				E 04	005 580 325 401 000	ESTICKER BLACK EYE STICKERS - 2000	\$8.99
	Voucher #:	62447	Invoice		Invoice No: P34454030101	7/18/2016	Paid Amt: \$205.44
							Check Amount: \$490.59
0162	FNB	57196	23159		E-RATE COMPLETE, LLC		Check
				B 01	131 000	Consulting/Fees For Services-Technology	\$2,500.00
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology	\$1,250.00
	Voucher #:	62671	Invoice		Invoice No: 2088	7/18/2016	Paid Amt: \$3,750.00
							Check Amount: \$3,750.00
0162	FNB	57197	1385		EVERGREEN FUN PARK		Check
				E 04	005 586 332 369 132	Travel - S. Rec.	\$477.09
	Voucher #:	62673	Invoice		Invoice No: 69112	7/18/2016	Paid Amt: \$477.09
							Check Amount: \$477.09
0162	FNB	57198	27140		FARMERS PUBLISHING CO., INC.		Check
				E 01	005 110 000 401 000	3000 WINDOW #10 ENVELOPES	\$228.96
	Voucher #:	62571	Invoice		Invoice No: 39733	7/18/2016	Paid Amt: \$228.96
				E 01	100 050 000 305 000	AD FOR PAPER FOR 2 WEEKS - JOB OPEN	\$174.30
	Voucher #:	62572	Invoice		Invoice No: 39555, 39616	7/18/2016	Paid Amt: \$174.30

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57198	27140		<b>FARMERS PUBLISHING CO., INC.</b>		Check		
				E 04	005 586 332 305 132	AD FOR PRAIRIE FIRE CHILDREN'S THEAT		\$83.00	
		<b>Voucher #: 62573</b>	Invoice		<b>Invoice No: 39531, 39573</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$83.00</b>	
				E 01	005 105 000 305 150	Fees For Services- Early Child Init		\$60.45	
				E 02	005 770 701 305 000	Fees For Services-Lic and Inspections		\$141.75	
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$26.00	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$506.45	
		<b>Voucher #: 62574</b>	Invoice		<b>Invoice No: JUNE16</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$734.65</b>	
							<b>Check Amount:</b>	<b>\$1,220.91</b>	
0162	FNB	57199	28293		<b>FLINN SCIENTIFIC, INC.</b>		Check		
				E 01	300 260 000 430 000	GP9140 FLASK - 250 ML - 12PK		\$45.84	
				E 01	300 260 000 430 000	GP9145 FLASK - 500 ML - 6 PK		\$56.40	
				E 01	300 260 000 430 000	AP1267 DEMINERALIZER		\$139.65	
				E 01	300 260 000 430 000	AP8182 HOT PLATE		\$549.75	
				E 01	300 260 000 430 000	AP1278 WEIGHTING DISH		\$34.20	
				E 01	300 260 000 430 000	AP5442 POLYPROPALINE CUP		\$15.00	
				E 01	300 260 000 430 000	AP2296 POLYMETHYLPENTENE, 50 ML		\$152.82	
				E 01	300 260 000 430 000	AP8466 TRANSPARENCY PEN SET - 8 ASS`		\$23.20	
				E 01	300 260 000 430 000	AP4299 CHROMATOGRAPHY PAPER, SHEE`		\$67.90	
				E 01	300 260 000 430 000	SHIPPING		\$107.08	
		<b>Voucher #: 62562</b>	Invoice		<b>Invoice No: 1984098</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,191.84</b>	
							<b>Check Amount:</b>	<b>\$1,191.84</b>	
0162	FNB	57200	28356		<b>FOLLETT SCHOOL SOLUTIONS, INC.</b>		Check		
				E 01	300 241 000 430 000	0-07-664046-9 TOBACCO ALCOHOL & OTHI		\$104.00	
				E 01	300 241 000 430 000	SHIPPING		\$10.40	
		<b>Voucher #: 62587</b>	Invoice		<b>Invoice No: 1946856A</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$114.40</b>	
							<b>Check Amount:</b>	<b>\$114.40</b>	
0162	FNB	57201	29841		<b>FUN EXPRESS</b>		Check		
				E 01	100 422 740 433 000	PLEASE SEE ATTACHED SHEETS		\$40.07	
		<b>Voucher #: 62592</b>	Invoice		<b>Invoice No: 678482706-01</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$40.07</b>	
							<b>Check Amount:</b>	<b>\$40.07</b>	
0162	FNB	57202	30521		<b>GALEN'S SUPERMARKET</b>		Check		
				E 04	005 580 325 401 000	General Supplies-ECFE		\$6.66	
		<b>Voucher #: 62578</b>	Invoice		<b>Invoice No: 150747</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$6.66</b>	
				E 01	300 292 000 490 295	Food-Athletic Support		\$21.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2.29	
		<b>Voucher #: 62581</b>	Invoice		<b>Invoice No: 361023, 141434</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$23.29</b>	

## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57202	30521		<b>GALEN'S SUPERMARKET</b>		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$202.20	
		<b>Voucher #:</b>	<b>62582</b>	Invoice	<b>Invoice No:</b> 541509	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$202.20</b>
								<b>Check Amount:</b>	<b>\$232.15</b>
0162	FNB	57203	30935		<b>GARDEN VALLEY TELEPHONE</b>		Check		
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$15.12	
				E 04	005 580 325 320 000	Telephone -ECFE		\$15.12	
				E 01	310 810 000 320 000	Telephone-Maintenance		\$2,692.27	
		<b>Voucher #:</b>	<b>62533</b>	Invoice	<b>Invoice No:</b> 200631374	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$2,722.51</b>
								<b>Check Amount:</b>	<b>\$2,722.51</b>
0162	FNB	57204	31981		<b>GILLUND ENTERPRISES</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$241.50	
		<b>Voucher #:</b>	<b>62537</b>	Invoice	<b>Invoice No:</b> 815479	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$241.50</b>
								<b>Check Amount:</b>	<b>\$241.50</b>
0162	FNB	57205	33120		<b>GOPHER SPORTS</b>		Check		
				E 01	100 241 000 430 000	GY11-672 SEGMENTED ROPES 8' SET OF 1		\$47.85	
				E 01	100 241 000 430 000	GY11-673 SEGMENTED ROPES 9' - SET OF		\$50.85	
				E 01	100 241 000 430 000	GY11-674 SEGMENTED ROPES 10' - SET O		\$53.85	
				E 01	100 241 000 430 000	GY41-590 COATED FOAM DODGEBALLS R/		\$230.85	
				E 01	100 241 000 430 000	GY71-777 ULTRA FLITE KICKBALL YELLOW		\$29.85	
				E 01	100 241 000 430 000	SHIPPING		\$70.23	
		<b>Voucher #:</b>	<b>62561</b>	Invoice	<b>Invoice No:</b> 9180809	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$483.48</b>
				E 01	300 241 000 430 000	29-081 GOPHER TEAM WAIST BAND - RED		\$22.50	
				E 01	300 241 000 430 000	29-083 GOPHER TEAM WRIST BAND - YELL		\$22.50	
				E 01	300 241 000 430 000	29-084 GOPHER TEAM WRIST BAND - GRE		\$22.50	
				E 01	300 241 000 430 000	29-085 GOPHER TEAM WRIST BAND - BLUE		\$22.50	
				E 01	300 241 000 430 000	38-665 BRINE MINI MONEY GOALIE STICK :		\$94.80	
				E 01	300 241 000 430 000	17-009 SHIELD INDOOR BLADE - RED		\$27.06	
				E 01	300 241 000 430 000	17-008 SHIELD INDOOR BLADE - BLUE		\$27.06	
				E 01	300 241 000 430 000	53-541 ELITE PRO WOOD BROOM SET - SE		\$303.05	
				E 01	300 241 000 430 000	10-947 OMNIKIN BALL - BLADDER, 40-48" D		\$104.40	
				E 01	300 241 000 430 000	SHIPPING		\$32.33	
		<b>Voucher #:</b>	<b>62648</b>	Invoice	<b>Invoice No:</b> 9176519	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$678.70</b>
								<b>Check Amount:</b>	<b>\$1,162.18</b>
0162	FNB	57206	33291		<b>GRAINGER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$160.00	
		<b>Voucher #:</b>	<b>62456</b>	Invoice	<b>Invoice No:</b> 9140261703	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$160.00</b>
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$68.99	
		<b>Voucher #:</b>	<b>62457</b>	Invoice	<b>Invoice No:</b> 9141200957	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$68.99</b>

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57206	33291		<b>GRAINGER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$561.60	
		<b>Voucher #:</b>	<b>62471</b>	Invoice	<b>Invoice No:</b> 9143494582	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$561.60</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$41.49	
		<b>Voucher #:</b>	<b>62485</b>	Invoice	<b>Invoice No:</b> 9144694479	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$41.49</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		(\$160.00)	
		<b>Voucher #:</b>	<b>62486</b>	Invoice	<b>Invoice No:</b> 9144006567	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>(\$160.00)</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		(\$2,261.00)	
		<b>Voucher #:</b>	<b>62487</b>	Invoice	<b>Invoice No:</b> 9146754461	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>(\$2,261.00)</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$210.00	
		<b>Voucher #:</b>	<b>62528</b>	Invoice	<b>Invoice No:</b> 9148601686	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$210.00</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,261.00	
		<b>Voucher #:</b>	<b>62529</b>	Invoice	<b>Invoice No:</b> 9148777239	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$2,261.00</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$104.48	
		<b>Voucher #:</b>	<b>62658</b>	Invoice	<b>Invoice No:</b> 9157755209	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$104.48</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$473.40	
		<b>Voucher #:</b>	<b>62659</b>	Invoice	<b>Invoice No:</b> 9157755191	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$473.40</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$102.90	
		<b>Voucher #:</b>	<b>62660</b>	Invoice	<b>Invoice No:</b> 9157755217	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$102.90</b>	
								<b>Check Amount:</b>	<b>\$1,562.86</b>
0162	FNB	57207	36539		<b>HEADWATERS IRRIGATION</b>		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$658.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$97.44	
		<b>Voucher #:</b>	<b>62454</b>	Invoice	<b>Invoice No:</b> 335	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$755.44</b>	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$206.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$186.87	
		<b>Voucher #:</b>	<b>62455</b>	Invoice	<b>Invoice No:</b> 334	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$392.87</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$73.08	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$106.50	
		<b>Voucher #:</b>	<b>62488</b>	Invoice	<b>Invoice No:</b> 457	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$179.58</b>	
								<b>Check Amount:</b>	<b>\$1,327.89</b>
0162	FNB	57208	36593		<b>HEINEMANN</b>		Check		
				E 01	100 203 302 460 000	978-0-325-061504 LEVELED LITERACY INTE		\$3,080.00	
				E 01	100 203 302 460 000	978-0-325-060477 LEVELED LITERACY INTE		\$4,950.00	
				E 01	100 203 302 460 000	SHIPPING		\$722.70	
		<b>Voucher #:</b>	<b>62640</b>	Invoice	<b>Invoice No:</b> 6632389	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$8,752.70</b>	
								<b>Check Amount:</b>	<b>\$8,752.70</b>
0162	FNB	57209	36839		<b>HILL RIVER ELECTRIC, INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$399.49	

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57209	36839		HILL RIVER ELECTRIC, INC.		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$579.00	
		Voucher #: 62468	Invoice		Invoice No: 2500	7/18/2016	Paid Amt:		\$978.49
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$48.81	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$65.00	
		Voucher #: 62469	Invoice		Invoice No: 2573	7/18/2016	Paid Amt:		\$113.81
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$64.50	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$227.50	
		Voucher #: 62470	Invoice		Invoice No: 2572	7/18/2016	Paid Amt:		\$292.00
							Check Amount:		\$1,384.30
0162	FNB	57210	36847		HILLYARD, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$33.31	
		Voucher #: 62543	Invoice		Invoice No: 700241273	7/18/2016	Paid Amt:		\$33.31
							Check Amount:		\$33.31
0162	FNB	57211	37835		HOUGHTON MIFFLIN CO.		Check		
				E 01	100 216 401 430 000	Conversion Webinar		\$800.00	
		Voucher #: 62607	Invoice		Invoice No: 710002709	7/18/2016	Paid Amt:		\$800.00
				E 01	300 211 000 430 000	Hosting Service		\$135.31	
		Voucher #: 62608	Invoice		Invoice No: 710002710	7/18/2016	Paid Amt:		\$135.31
				E 01	300 211 000 430 000	PLEASE SEE ATTACHED QUOTE		\$1,657.61	
		Voucher #: 62682	Invoice		Invoice No: 710002973	7/18/2016	Paid Amt:		\$1,657.61
				E 01	100 216 401 430 000	PLEASE SEE ATTACHED		\$6,799.01	
		Voucher #: 62683	Invoice		Invoice No: 710002984	7/18/2016	Paid Amt:		\$6,799.01
							Check Amount:		\$9,391.93
0162	FNB	57212	40742		J&K TROPHY HOUSE		Check		
				E 01	005 010 000 401 000	NAME PLATE		\$6.64	
				E 01	005 010 000 401 000	MARY FOLDOE		\$0.00	
				E 01	005 010 000 401 000	BAGLEY PUBLIC SCHOOL		\$0.00	
				E 01	005 010 000 401 000	1/20/1997 - 5/26/2016		\$0.00	
		Voucher #: 62453	Invoice		Invoice No: 610161	7/18/2016	Paid Amt:		\$6.64
							Check Amount:		\$6.64
0162	FNB	57213	41570		JOBS HQ		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$612.18	
		Voucher #: 62606	Invoice		Invoice No: 2329575	7/18/2016	Paid Amt:		\$612.18
							Check Amount:		\$612.18
0162	FNB	57214	41616		JOHN R. GREEN		Check		
				E 01	300 605 510 401 000	PLEASE SEE ATTACHED		\$147.29	
		Voucher #: 62440	Invoice		Invoice No: 01858442	7/18/2016	Paid Amt:		\$147.29

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**Bagley Public Schools #162**  
**July 2016 Check Register**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57214	41616		JOHN R. GREEN		Check
				E 01	300 211 000 401 000	ELECTRIC PENCIL SHARPENER	\$32.24
		<b>Voucher #: 62441</b>	Invoice		<b>Invoice No: 01858435</b>	<b>7/18/2016</b>	<b>Paid Amt: \$32.24</b>
				E 04	005 582 344 401 000	PLEASE SEE ATTACHED	\$147.47
		<b>Voucher #: 62443</b>	Invoice		<b>Invoice No: 01858434</b>	<b>7/18/2016</b>	<b>Paid Amt: \$147.47</b>
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$235.33
		<b>Voucher #: 62491</b>	Invoice		<b>Invoice No: 01858670</b>	<b>7/18/2016</b>	<b>Paid Amt: \$235.33</b>
				E 01	100 203 000 401 000	General Supplies-Elem	\$14.85
		<b>Voucher #: 62557</b>	Invoice		<b>Invoice No: 01859037</b>	<b>7/18/2016</b>	<b>Paid Amt: \$14.85</b>
				E 01	300 605 510 401 000	General Supplies-Title VII - HS	\$14.18
		<b>Voucher #: 62563</b>	Invoice		<b>Invoice No: 01859290</b>	<b>7/18/2016</b>	<b>Paid Amt: \$14.18</b>
				E 01	300 211 000 430 000	PLEASE SEE ATTACHED	\$402.48
		<b>Voucher #: 62610</b>	Invoice		<b>Invoice No: 01859556</b>	<b>7/18/2016</b>	<b>Paid Amt: \$402.48</b>
				E 01	300 211 000 401 000	EIK-TF901 OVERHEAD TRANSPARENCY FIL	\$12.74
				E 01	300 211 000 401 000	JRG-G27511 ROLL LAMINATING FILM - 1.5M	\$148.76
		<b>Voucher #: 62611</b>	Invoice		<b>Invoice No: 01859557</b>	<b>7/18/2016</b>	<b>Paid Amt: \$161.50</b>
				E 01	100 720 000 401 000	BIC-WOFEC BIC WITE OUT CORRECTION F	\$1.15
				E 01	100 720 000 401 000	BIC-SCSM11-BE - SOFT FEEL RETRACTABL	\$8.99
				E 01	100 720 000 401 000	MMM-651 POST-IT REMOVABLE COVER UP	\$2.62
				E 01	100 720 000 401 000	TOP 362 BRITE INDEX CARDS	\$2.25
				E 01	100 720 000 401 000	MMM-600-121296 SCOTCH TRANSPARENT	\$12.36
				E 01	100 720 000 401 000	JRG-DRC6J6 602 FOAM CUPS	\$24.74
				E 01	100 720 000 401 000	UNV-12113 LETTER FILE FOLDERS 1/3 CUT	\$12.98
		<b>Voucher #: 62612</b>	Invoice		<b>Invoice No: 01859542</b>	<b>7/18/2016</b>	<b>Paid Amt: \$65.09</b>
				E 01	100 216 401 430 000	PLEASE SEE ATTACHED	\$89.14
		<b>Voucher #: 62613</b>	Invoice		<b>Invoice No: 01859541</b>	<b>7/18/2016</b>	<b>Paid Amt: \$89.14</b>
				E 01	100 216 401 430 000	PLEASE SEE ATTACHED	\$159.90
		<b>Voucher #: 62614</b>	Invoice		<b>Invoice No: 01859539</b>	<b>7/18/2016</b>	<b>Paid Amt: \$159.90</b>
				E 01	100 422 740 433 000	PLEASE SEE ATTACHED	\$50.30
		<b>Voucher #: 62615</b>	Invoice		<b>Invoice No: 01859538</b>	<b>7/18/2016</b>	<b>Paid Amt: \$50.30</b>
				E 01	100 412 740 433 000	PLEASE SEE ATTACHED SHEETS	\$250.89
		<b>Voucher #: 62616</b>	Invoice		<b>Invoice No: 01859537</b>	<b>7/18/2016</b>	<b>Paid Amt: \$250.89</b>
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$192.65
		<b>Voucher #: 62617</b>	Invoice		<b>Invoice No: 01859540</b>	<b>7/18/2016</b>	<b>Paid Amt: \$192.65</b>
				E 01	100 203 000 430 000	JRG-G27511 27"X500' 1.5ML	\$297.52
		<b>Voucher #: 62618</b>	Invoice		<b>Invoice No: 01859531</b>	<b>7/18/2016</b>	<b>Paid Amt: \$297.52</b>
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$171.05
		<b>Voucher #: 62619</b>	Invoice		<b>Invoice No: 01859534</b>	<b>7/18/2016</b>	<b>Paid Amt: \$171.05</b>

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57214	41616		JOHN R. GREEN		Check
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$252.53
	Voucher #:	62620	Invoice		Invoice No: 01859533	7/18/2016	Paid Amt: \$252.53
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS	\$324.22
	Voucher #:	62621	Invoice		Invoice No: 01859530	7/18/2016	Paid Amt: \$324.22
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$277.41
	Voucher #:	62622	Invoice		Invoice No: 01859554	7/18/2016	Paid Amt: \$277.41
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$199.65
	Voucher #:	62623	Invoice		Invoice No: 01859555	7/18/2016	Paid Amt: \$199.65
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$244.12
	Voucher #:	62624	Invoice		Invoice No: 01859532	7/18/2016	Paid Amt: \$244.12
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$40.37
	Voucher #:	62625	Invoice		Invoice No: 01859529	7/18/2016	Paid Amt: \$40.37
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS	\$241.81
	Voucher #:	62626	Invoice		Invoice No: 01859535	7/18/2016	Paid Amt: \$241.81
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$196.62
	Voucher #:	62627	Invoice		Invoice No: 01859553	7/18/2016	Paid Amt: \$196.62
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS	\$249.72
	Voucher #:	62628	Invoice		Invoice No: 01859536	7/18/2016	Paid Amt: \$249.72
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$247.41
	Voucher #:	62629	Invoice		Invoice No: 01859551	7/18/2016	Paid Amt: \$247.41
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS	\$240.69
	Voucher #:	62630	Invoice		Invoice No: 01859545	7/18/2016	Paid Amt: \$240.69
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS	\$287.10
	Voucher #:	62631	Invoice		Invoice No: 01859550	7/18/2016	Paid Amt: \$287.10
				E 01	100 203 000 401 000	BIN-52-0016 CRAYONS	\$13.60
				E 01	100 203 000 401 000	BIN-58-7712 MARKERS	\$7.04
				E 01	100 203 000 401 000	SAN-83087 DRY ERASE	\$15.38
				E 01	100 203 000 401 000	SAN-83056 EXPO	\$10.94
				E 01	100 203 000 401 000	SAN-30078 SHARPIE	\$6.59
				E 01	100 203 000 401 000	SAN-16074 MARKER- 4 COLOR SET	\$4.87
				E 01	100 203 000 401 000	PAC-6602 ORANGE PAPER	\$2.04
				E 01	100 203 000 401 000	PAC-6103 RED	\$1.02
				E 01	100 203 000 401 000	PAC-7003 PINK	\$1.02
				E 01	100 203 000 401 000	PAC-6303 BLACK	\$2.04
				E 01	100 203 000 401 000	PAC-8003 GREEN	\$2.04
				E 01	100 203 000 401 000	PAC-7403 BLUE	\$2.04
				E 01	100 203 000 401 000	PAC-8403 YELLOW	\$2.04
				E 01	100 203 000 401 000	DIX-14412 PENCILS	\$10.06

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57214	41616		<b>JOHN R. GREEN</b>		<b>Check</b>
				E 01	100 203 000 401 000	LEO-77112 RULER	\$10.80
				E 01	100 203 000 401 000	ACM-10545 SAFETY SCISSOR	\$6.20
				E 01	100 203 000 401 000	MMM-260034 TAPE	\$5.28
				E 01	100 203 000 401 000	MMM-105A TAPE	\$6.45
				E 01	100 203 000 401 000	KOP-12620 DICE	\$10.34
				E 01	100 203 000 401 000	LER-7180 PHONIC GAME	\$29.99
				E 01	100 203 000 401 000	PRE-2012-12 CHECKERS	\$0.00
				E 01	100 203 000 401 000	MB-G01081 CONNECT 4	\$14.99
				E 01	100 203 000 401 000	MB-GE-0950S5 YAHTZE GAME	\$11.24
				E 01	100 203 000 401 000	T53016-D MONEY CARDS	\$5.99
				E 01	100 203 000 401 000	T53108 TIME	\$6.74
				E 01	100 203 000 401 000	NS-9040 NAME TAGS	\$8.62
				E 01	100 203 000 401 000	TCR-4225 STICKERS	\$8.99
				E 01	100 203 000 401 000	LER-2229 DICE	\$7.49
		<b>Voucher #: 62632</b>	Invoice		<b>Invoice No: 01859546</b>	<b>7/18/2016</b>	<b>Paid Amt: \$213.84</b>
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED SHEETS	\$236.61
		<b>Voucher #: 62633</b>	Invoice		<b>Invoice No: 01859549</b>	<b>7/18/2016</b>	<b>Paid Amt: \$236.61</b>
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED SHEET	\$8.99
		<b>Voucher #: 62634</b>	Invoice		<b>Invoice No: 01859544</b>	<b>7/18/2016</b>	<b>Paid Amt: \$8.99</b>
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED SHEETS	\$147.74
		<b>Voucher #: 62635</b>	Invoice		<b>Invoice No: 01859543</b>	<b>7/18/2016</b>	<b>Paid Amt: \$147.74</b>
							<b>Check Amount: \$5,840.71</b>
0162	FNB	57215	42294		<b>JOSTENS INC</b>		<b>Check</b>
				E 01	300 211 000 401 199	SILVER HONOR CORDS	\$134.25
				E 01	300 211 000 401 199	WHITE RIBBONS FOR MEDALLIONS	\$0.00
				E 01	300 211 000 401 199	SHIPPING	\$6.15
		<b>Voucher #: 62688</b>	Invoice		<b>Invoice No: 6301601</b>	<b>7/18/2016</b>	<b>Paid Amt: \$140.40</b>
							<b>Check Amount: \$140.40</b>
0162	FNB	57216	42665		<b>KAPLAN SCHOOL SUPPLY</b>		<b>Check</b>
				E 04	005 580 325 401 000	86-30839 BOPPIN ACTIVITY BUGS	\$21.95
				E 04	005 580 325 401 000	86-31913 SOFT BLOCKS SHAPE SORTER	\$29.95
				E 04	005 580 325 401 000	86-86333 ANIMAL COTTAGE	\$19.95
				E 04	005 580 325 401 000	SHIPPING	\$10.77
		<b>Voucher #: 62531</b>	Invoice		<b>Invoice No: 0004145055</b>	<b>7/18/2016</b>	<b>Paid Amt: \$82.62</b>
							<b>Check Amount: \$82.62</b>

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57217	43077		<b>KENNEDY &amp; GRAVEN, CHARTERED</b>		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$520.00	
		Voucher #:	62474	Invoice	Invoice No: 132020	7/18/2016			Paid Amt: \$520.00
									Check Amount: \$520.00
0162	FNB	57218	1305		<b>KONICA MINOLTA PREMIER FINANCE</b>		Check		
				E 01	300 211 000 370 000	Rentals and Leases-High School		\$953.05	
		Voucher #:	62534	Invoice	Invoice No: 307127290	7/18/2016			Paid Amt: \$953.05
									Check Amount: \$953.05
0162	FNB	57219	05598		<b>KUBIAK'S FAMILY FOODS</b>		Check		
				E 04	005 580 325 401 000	General Supplies-ECFE		\$46.54	
				E 02	005 770 709 490 000	Food-Lunches		\$26.61	
		Voucher #:	62665	Invoice	Invoice No: JUNE16	7/18/2016			Paid Amt: \$73.15
									Check Amount: \$73.15
0162	FNB	57220	44218		<b>LAKESHORE LEARNING MATERIALS</b>		Check		
				E 01	100 201 000 401 000	JJ603 MAGNETIC LETTER		\$47.94	
				E 01	100 201 000 401 000	SHIPPING		\$7.19	
		Voucher #:	62445	Invoice	Invoice No: 3135170616	7/18/2016			Paid Amt: \$55.13
				E 01	100 412 740 433 000	FF198 VOCABULARY FOLDER GAME LIBR/		\$34.99	
				E 01	100 412 740 433 000	AF351 MINI STAMPERS - SET OF 8		\$3.99	
				E 01	100 412 740 433 000	SHIPPING		\$5.85	
		Voucher #:	62641	Invoice	Invoice No: 2831210716	7/18/2016			Paid Amt: \$44.83
									Check Amount: \$99.96
0162	FNB	57221	1374		<b>LAMPO GROUP, INC</b>		Check		
				E 01	300 211 302 460 000	PLEASE SEE ATTACHED QUOTE - 6023249		\$1,774.43	
		Voucher #:	62567	Invoice	Invoice No: 60232	7/18/2016			Paid Amt: \$1,774.43
									Check Amount: \$1,774.43
0162	FNB	57222	45536		<b>LIBRARY STORE, INC.</b>		Check		
				E 01	300 620 000 401 000	PLEASE SEE ATTACHED		\$360.61	
		Voucher #:	62442	Invoice	Invoice No: 208696	7/18/2016			Paid Amt: \$360.61
				E 01	300 620 000 401 000	LAMINATING FILM		\$59.04	
		Voucher #:	62551	Invoice	Invoice No: 209984	7/18/2016			Paid Amt: \$59.04
				E 01	100 620 000 430 000	MB70-01584 NOTE PADS PINK & FUSSIA		\$26.50	
				E 01	100 620 000 430 000	MB70-0597 PAGE MARKERS		\$7.90	
				E 01	100 620 000 430 000	MB77-0303 PENS - BLACK		\$29.90	
				E 01	100 620 000 430 000	Freight		\$12.05	
		Voucher #:	62569	Invoice	Invoice No: 210730	7/18/2016			Paid Amt: \$76.35
				E 01	300 620 000 430 000	TS31-0203 SCOTCH 845 BOOK TAPE 3"X15		\$10.39	
				E 01	300 620 000 430 000	TS31-0202 SCOTCH 845 BOOK TAPE 2"X15		\$12.78	

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57222	45536		LIBRARY STORE, INC.		Check		
				E 01	300 620 000 430 000	TS51-0120 DELUXE LARGE DATER 3/16"X1		\$37.76	
				E 01	300 620 000 430 000	TS66-0706 VERTICAL DOUBLE-SIDED ACR`		\$35.04	
				E 01	300 620 000 430 000	TS66-0611 STANDARD 3-WIRE DISPLAY EA		\$94.80	
				E 01	300 620 000 430 000	SHIPPING		\$21.38	
		<b>Voucher #:</b>	<b>62570</b>	Invoice	<b>Invoice No:</b>	<b>210750</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$212.15</b>
								<b>Check Amount:</b>	<b>\$708.15</b>
0162	FNB	57223	46136		LISTROM'S DISPOSAL, INC.		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$609.10	
		<b>Voucher #:</b>	<b>62579</b>	Invoice	<b>Invoice No:</b>	<b>JUNE16</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$609.10</b>
								<b>Check Amount:</b>	<b>\$609.10</b>
0162	FNB	57224	47595		MARCO, INC.		Check		
				E 01	300 211 000 370 000	Rentals and Leases-High School		\$1,329.45	
		<b>Voucher #:</b>	<b>62675</b>	Invoice	<b>Invoice No:</b>	<b>308453844</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,329.45</b>
				E 01	100 203 000 370 000	Rentals and Leases-Elem		\$1,891.69	
		<b>Voucher #:</b>	<b>62686</b>	Invoice	<b>Invoice No:</b>	<b>308513209</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,891.69</b>
								<b>Check Amount:</b>	<b>\$3,221.14</b>
0162	FNB	57225	47626		MARK'S HARDWARE		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,189.07	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$20.97	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$20.75	
		<b>Voucher #:</b>	<b>62664</b>	Invoice	<b>Invoice No:</b>	<b>JUNE16</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,230.79</b>
								<b>Check Amount:</b>	<b>\$1,230.79</b>
0162	FNB	57226	46774		MCGRAW-HILL COMPANIES		Check		
				E 01	100 203 000 460 000	978-0-07-608988-8 STUDENT MATERIALS SI		\$1,725.36	
				E 01	100 203 000 460 000	Freight		\$161.59	
		<b>Voucher #:</b>	<b>62636</b>	Invoice	<b>Invoice No:</b>	<b>92540444001</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$1,886.95</b>
								<b>Check Amount:</b>	<b>\$1,886.95</b>
0162	FNB	57227	48402		MENARDS-BEMIDJI		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$567.71	
		<b>Voucher #:</b>	<b>62541</b>	Invoice	<b>Invoice No:</b>	<b>1976</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$567.71</b>
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$136.80	
		<b>Voucher #:</b>	<b>62576</b>	Invoice	<b>Invoice No:</b>	<b>2366</b>	<b>7/18/2016</b>	<b>Paid Amt:</b>	<b>\$136.80</b>
								<b>Check Amount:</b>	<b>\$704.51</b>
0162	FNB	57228	48402		MENARDS-BEMIDJI		Check		
				E 01	005 850 302 520 000	MATERIALS FOR 20'X24' STORAGE BUILDI		\$4,603.87	
				E 01	005 850 302 520 000	PRESSURE TREATED 3/4 PLYWOOD		\$560.00	
				E 01	005 850 302 520 000	12' 2X4		\$120.12	

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57228	48402		<b>MENARDS-BEMIDJI</b>		Check
				E 01	005 850 302 520 000	10' 2X4	\$18.24
				E 01	005 850 302 520 000	8' 2X4	\$22.50
				E 01	005 850 302 520 000	DELIVERY	\$71.58
		<b>Voucher #:</b>	<b>62647</b>	Invoice	<b>Invoice No:</b> 1094	<b>7/18/2016</b>	<b>Paid Amt: \$5,396.31</b>
							<b>Check Amount: \$5,396.31</b>
0162	FNB	57229	50656		<b>MIDWEST BUS PARTS, INC</b>		Check
				E 01	005 760 720 401 000	General Supplies-Reg Transportation	\$233.99
		<b>Voucher #:</b>	<b>62667</b>	Invoice	<b>Invoice No:</b> 80256	<b>7/18/2016</b>	<b>Paid Amt: \$233.99</b>
							<b>Check Amount: \$233.99</b>
0162	FNB	57230	1383		<b>MINNESOTA INSURANCE SCHOLASTIC TRUST</b>		Check
				E 01	005 760 720 340 000	Property Insurance-Transportation	\$12,607.00
				E 01	005 940 000 340 000	Property Insurance	\$40,968.45
		<b>Voucher #:</b>	<b>62535</b>	Invoice	<b>Invoice No:</b> 063016	<b>7/18/2016</b>	<b>Paid Amt: \$53,575.45</b>
							<b>Check Amount: \$53,575.45</b>
0162	FNB	57231	54338		<b>NASCO</b>		Check
				E 01	300 260 000 430 000	PLEASE SEE ATTACHED	\$23.72
		<b>Voucher #:</b>	<b>62450</b>	Invoice	<b>Invoice No:</b> 980978	<b>7/18/2016</b>	<b>Paid Amt: \$23.72</b>
				E 01	300 241 000 430 000	PLEASE SEE ATTACHED	\$62.31
		<b>Voucher #:</b>	<b>62452</b>	Invoice	<b>Invoice No:</b> 977595	<b>7/18/2016</b>	<b>Paid Amt: \$62.31</b>
				E 01	300 260 000 430 000	PLEASE SEE ATTACHED	\$153.36
				E 01	300 260 000 430 000	shipping	\$85.27
		<b>Voucher #:</b>	<b>62475</b>	Invoice	<b>Invoice No:</b> 982494	<b>7/18/2016</b>	<b>Paid Amt: \$238.63</b>
		<b>Voucher #:</b>	<b>62476</b>	Invoice	<b>Invoice No:</b> 983977	<b>7/18/2016</b>	<b>Paid Amt: \$29.20</b>
							<b>Check Amount: \$353.86</b>
0162	FNB	57232	55660		<b>NAYLOR'S HEATING AND REFRIGERATION, LLC.</b>		Check
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$163.26
		<b>Voucher #:</b>	<b>62583</b>	Invoice	<b>Invoice No:</b> 119355	<b>7/18/2016</b>	<b>Paid Amt: \$163.26</b>
							<b>Check Amount: \$163.26</b>
0162	FNB	57233	55863		<b>NEI BOTTLING, INC.</b>		Check
				E 01	300 292 000 490 295	Food-Athletic Support	\$234.50
		<b>Voucher #:</b>	<b>62497</b>	Invoice	<b>Invoice No:</b> 1195813	<b>7/18/2016</b>	<b>Paid Amt: \$234.50</b>
							<b>Check Amount: \$234.50</b>
0162	FNB	57234	1152		<b>NORTHLAND TRUST SERVICES</b>		Check
				E 07	005 910 000 720 392	Bond Interest	\$92,357.20
		<b>Voucher #:</b>	<b>62547</b>	Invoice	<b>Invoice No:</b> 071116	<b>7/18/2016</b>	<b>Paid Amt: \$92,357.20</b>

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57234	1152		<b>NORTHLAND TRUST SERVICES</b>		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,850.00	
		Voucher #:	62654	Invoice	Invoice No: 4504	7/18/2016			
									Paid Amt: \$1,850.00
									Check Amount: \$94,207.20
0162	FNB	57235	58420		<b>NORTHWEST SERVICE COOPERATIVE</b>		Check		
				E 01	005 020 000 366 000	Travel-Supt. Office		\$395.00	
		Voucher #:	62480	Invoice	Invoice No: 29154	7/18/2016			Paid Amt: \$395.00
				E 01	300 640 316 366 000	Travel-Staff Development		\$75.00	
		Voucher #:	62481	Invoice	Invoice No: 29172	7/18/2016			Paid Amt: \$75.00
				E 01	005 110 000 820 000	Dues and Membership-Business Office		\$1,200.00	
		Voucher #:	62545	Invoice	Invoice No: 29229	7/18/2016			Paid Amt: \$1,200.00
				E 02	005 770 701 305 000	Fees For Services-Lic and Inspections		\$690.00	
		Voucher #:	62546	Invoice	Invoice No: 29209	7/18/2016			Paid Amt: \$690.00
									Check Amount: \$2,360.00
0162	FNB	57236	59060		<b>OFFICE DEPOT, INC.</b>		Check		
				E 01	005 110 000 401 000	PLEASE SEE ATTACHED		\$239.21	
		Voucher #:	62558	Invoice	Invoice No: 846154372001	7/18/2016			Paid Amt: \$239.21
				E 01	005 760 720 401 000	PLEASE SEE ATTACHED		\$143.12	
		Voucher #:	62559	Invoice	Invoice No: 846128902001	7/18/2016			Paid Amt: \$143.12
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$145.43	
		Voucher #:	62560	Invoice	Invoice No: 845559040001	7/18/2016			Paid Amt: \$145.43
									Check Amount: \$527.76
0162	FNB	57237	59065		<b>OFFICE MAX INC</b>		Check		
				E 01	300 256 000 430 000	PLEASE SEE ATTACHED		\$5,805.00	
		Voucher #:	62564	Invoice	Invoice No: 026990	7/18/2016			Paid Amt: \$5,805.00
									Check Amount: \$5,805.00
0162	FNB	57238	60443		<b>PARTY STORE</b>		Check		
				E 01	300 211 000 401 199	200 LATEX HELIUM FILLED BALLOONS		\$335.45	
				E 01	300 211 000 401 199	- WITH HIGH FLOAT		\$0.00	
				E 01	300 211 000 401 199	- WITH 20 FT ATTACHED SILVER RIBBONS		\$0.00	
				E 01	300 211 000 401 199	EQUAL PARTS: SILVER & RED		\$0.00	
				E 01	300 211 000 401 199	WITH DELIVERY ON FRIDAY, MAY 27 BY 9:00		\$0.00	
				E 01	300 211 000 401 199	SEE ATTACHED QUOTE		\$0.00	
		Voucher #:	62489	Invoice	Invoice No: 1675	7/18/2016			Paid Amt: \$335.45
									Check Amount: \$335.45

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57239	63020		<b>PUBLIC UTILITIES</b>		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$19,331.20	
		<b>Voucher #:</b>	<b>62542</b>	Invoice	<b>Invoice No:</b> JUNE16	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$19,331.20</b>
								<b>Check Amount:</b>	<b>\$19,331.20</b>
0162	FNB	57240	63365		<b>QUILL CORPORATION</b>		Check		
				E 01	005 110 000 401 000	PLEASE SEE ATTACHED		\$90.75	
		<b>Voucher #:</b>	<b>62444</b>	Invoice	<b>Invoice No:</b> 6629716	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$90.75</b>
				E 04	005 505 321 401 000	PLEASE SEE ATTACHED		\$369.38	
		<b>Voucher #:</b>	<b>62477</b>	Invoice	<b>Invoice No:</b> 6624802	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$369.38</b>
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED		\$183.99	
		<b>Voucher #:</b>	<b>62493</b>	Invoice	<b>Invoice No:</b> 6789652	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$183.99</b>
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$118.43	
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED - ELEM ITEM		\$46.49	
		<b>Voucher #:</b>	<b>62554</b>	Invoice	<b>Invoice No:</b> 6992629	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$164.92</b>
								<b>Check Amount:</b>	<b>\$809.04</b>
0162	FNB	57241	42445		<b>R &amp; J BROADCASTING, INC.</b>		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$5,875.00	
		<b>Voucher #:</b>	<b>62687</b>	Invoice	<b>Invoice No:</b> 71416	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$5,875.00</b>
								<b>Check Amount:</b>	<b>\$5,875.00</b>
0162	FNB	57242	54280		<b>RAMSRUD AUTO PARTS</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$415.34	
		<b>Voucher #:</b>	<b>62674</b>	Invoice	<b>Invoice No:</b> JUNE16	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$415.34</b>
								<b>Check Amount:</b>	<b>\$415.34</b>
0162	FNB	57243	1373		<b>REALITYWORKS INC</b>		Check		
				E 01	300 211 302 460 000	10280402 5-BABY STARTER PACKAGE W/A		\$4,995.00	
				E 01	300 211 302 460 000	SHIPPING		\$249.75	
		<b>Voucher #:</b>	<b>62566</b>	Invoice	<b>Invoice No:</b> 0000060054	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$5,244.75</b>
								<b>Check Amount:</b>	<b>\$5,244.75</b>
0162	FNB	57244	64377		<b>REALLY GOOD STUFF, INC.</b>		Check		
				E 01	100 422 740 433 000	PLEASE SEE ATTACHED ORDER		\$68.92	
				E 01	100 422 740 433 000	SHIPPING		\$8.95	
		<b>Voucher #:</b>	<b>62589</b>	Invoice	<b>Invoice No:</b> 5564102	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$77.87</b>
				E 01	100 203 000 401 000	162786ALS BLACK BOOK BASKETS		\$18.99	
				E 01	100 203 000 401 000	162734ALS BLACK BOOK & BINDER HOLDE		\$18.99	
				E 01	100 203 000 401 000	SHIPPING		\$6.95	
		<b>Voucher #:</b>	<b>62637</b>	Invoice	<b>Invoice No:</b> 5561528	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$44.93</b>
				E 01	100 203 000 401 000	158954 STORE MORE WIRE WORKS DESK		\$31.99	
				E 01	100 203 000 401 000	161093CGC WORD THERMOMETER POCKI		\$22.99	

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57244	64377		REALLY GOOD STUFF, INC.		Check		
				E 01	100 203 000 401 000	SHIPPING		\$8.95	
		<b>Voucher #:</b>	<b>62638</b>	Invoice	<b>Invoice No:</b> 5561553	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$63.93</b>
				E 01	100 420 740 433 000	160043ALP STABILIZER WING BINDER BOO		\$111.92	
				E 01	100 420 740 433 000	SHIPPING		\$15.67	
		<b>Voucher #:</b>	<b>62639</b>	Invoice	<b>Invoice No:</b> 5561552	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$127.59</b>
								<b>Check Amount:</b>	<b>\$314.32</b>
0162	FNB	57245	64972		RENAISSANCE LEARNING, INC.		Check		
				E 01	100 203 000 461 000	PLEASE SEE ATTACHED QUOTE #1555818		\$12,543.75	
				E 01	100 203 000 461 000	PLEASE SEE ATTACHED QUOTE 1555815		\$999.00	
		<b>Voucher #:</b>	<b>62565</b>	Invoice	<b>Invoice No:</b> 4254470, 4254471	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$13,542.75</b>
								<b>Check Amount:</b>	<b>\$13,542.75</b>
0162	FNB	57246	66928		SCHOLASTIC BOOK CLUBS, INC.		Check		
				E 01	300 270 000 430 000	JR SCHOLASTIC MAGS THROUGHTOUT TH		\$208.75	
				E 01	300 270 000 430 000	Freight		\$20.88	
		<b>Voucher #:</b>	<b>62449</b>	Invoice	<b>Invoice No:</b> M5866491	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$229.63</b>
				E 01	300 260 000 430 000	SUBSCRIPTIONS TO SCIENCE WORLD MA		\$284.70	
				E 01	300 260 000 430 000	STRING BACKPACK - FREE BAG		\$0.00	
				E 01	300 260 000 430 000	Freight		\$28.47	
		<b>Voucher #:</b>	<b>62492</b>	Invoice	<b>Invoice No:</b> M5870412	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$313.17</b>
								<b>Check Amount:</b>	<b>\$542.80</b>
0162	FNB	57247	66925		SCHOLASTIC EQUIPMENT CO		Check		
				E 01	100 203 302 530 000	ELEM CHAIRS		\$539.40	
		<b>Voucher #:</b>	<b>62451</b>	Invoice	<b>Invoice No:</b> 9905	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$539.40</b>
								<b>Check Amount:</b>	<b>\$539.40</b>
0162	FNB	57248	67160		SCHOOL SPECIALTY, INC.		Check		
				E 04	005 580 325 401 000	PLEASE SEE ATTACHED		\$98.78	
		<b>Voucher #:</b>	<b>62448</b>	Invoice	<b>Invoice No:</b> 208116369668	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$98.78</b>
				E 01	300 211 302 530 000	PLEASE SEE ATTACHED		\$259.98	
		<b>Voucher #:</b>	<b>62478</b>	Invoice	<b>Invoice No:</b> 208116394450	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$259.98</b>
				E 01	300 605 510 401 000	US AND WORLD MAP COMBO		\$285.99	
		<b>Voucher #:</b>	<b>62490</b>	Invoice	<b>Invoice No:</b> 208116403278	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$285.99</b>
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$265.97	
		<b>Voucher #:</b>	<b>62494</b>	Invoice	<b>Invoice No:</b> 308102476327	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$265.97</b>
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$189.59	
		<b>Voucher #:</b>	<b>62495</b>	Invoice	<b>Invoice No:</b> 308102476346	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$189.59</b>
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED		\$173.23	
		<b>Voucher #:</b>	<b>62532</b>	Invoice	<b>Invoice No:</b> 308102476342	<b>7/18/2016</b>		<b>Paid Amt:</b>	<b>\$173.23</b>

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57248	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$159.79	
	Voucher #:	62593	Invoice		Invoice No: 208116465809	7/18/2016	Paid Amt:	\$159.79	
				E 01	300 211 000 430 000	PLEASE SEE ATTACHED		\$149.47	
	Voucher #:	62594	Invoice		Invoice No: 208116446019	7/18/2016	Paid Amt:	\$149.47	
				E 01	300 220 000 430 000	PLEASE SEE ATTACHED		\$277.26	
	Voucher #:	62595	Invoice		Invoice No: 208116446027	7/18/2016	Paid Amt:	\$277.26	
				E 01	100 710 000 401 000	PLEASE SEE ATTACHED		\$112.59	
	Voucher #:	62596	Invoice		Invoice No: 208116458383	7/18/2016	Paid Amt:	\$112.59	
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$558.74	
	Voucher #:	62597	Invoice		Invoice No: 208116446012	7/18/2016	Paid Amt:	\$558.74	
				E 01	300 211 000 430 000	PLEASE SEE ATTACHED		\$61.32	
	Voucher #:	62598	Invoice		Invoice No: 208116446013	7/18/2016	Paid Amt:	\$61.32	
				E 01	300 220 000 430 000	PLEASE SEE ATTACHED		\$263.15	
	Voucher #:	62599	Invoice		Invoice No: 208116458332	7/18/2016	Paid Amt:	\$263.15	
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$88.16	
	Voucher #:	62601	Invoice		Invoice No: 208116457831	7/18/2016	Paid Amt:	\$88.16	
				E 01	300 215 000 430 000	PLEASE SEE ATTACHED		\$243.52	
	Voucher #:	62602	Invoice		Invoice No: 208116446026	7/18/2016	Paid Amt:	\$243.52	
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$440.99	
	Voucher #:	62603	Invoice		Invoice No: 308102484086	7/18/2016	Paid Amt:	\$440.99	
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED SHEETS		\$189.41	
	Voucher #:	62604	Invoice		Invoice No: 308102484085	7/18/2016	Paid Amt:	\$189.41	
				E 01	300 212 000 430 000	PLEASE SEE ATTACHED		\$3,962.86	
	Voucher #:	62649	Invoice		Invoice No: 208116446020	7/18/2016	Paid Amt:	\$3,962.86	
								Check Amount:	\$7,780.80
0162	FNB	57249	1384		SEABERG SOLAR SALT		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$89.80	
	Voucher #:	62540	Invoice		Invoice No: 1062	7/18/2016	Paid Amt:	\$89.80	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$191.20	
	Voucher #:	62584	Invoice		Invoice No: 1066	7/18/2016	Paid Amt:	\$191.20	
								Check Amount:	\$281.00
0162	FNB	57250	67878		SFM		Check		
				E 01	100 203 000 270 000	Worker's Compensation-Elem		\$28,118.50	
				E 01	300 211 000 270 000	Worker's Compensation-High School		\$28,118.50	
	Voucher #:	62689	Invoice		Invoice No: 1555061	7/18/2016	Paid Amt:	\$56,237.00	
								Check Amount:	\$56,237.00
0162	FNB	57251	69653		SPEEDSKIN		Check		
				E 01	300 215 000 430 000	7-27881-01401-7 SPEED SKIN COVERS/PC		\$284.70	

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57251	69653		<b>SPEEDSKIN</b>		Check		
				E 01	300 215 000 430 000	Freight		\$17.75	
		Voucher #: 62643	Invoice		Invoice No: 24595	7/18/2016			Paid Amt: \$302.45
									Check Amount: \$302.45
0162	FNB	57252	71823		<b>STEMS</b>		Check		
				E 01	300 211 000 401 199	FLOWERS FOR GRADUATION		\$150.00	
				E 01	300 211 000 401 199	BOUTINEERS FOR ADMIN, ETC		\$127.68	
		Voucher #: 62681	Invoice		Invoice No: 424	7/18/2016			Paid Amt: \$277.68
									Check Amount: \$277.68
0162	FNB	57253	72521		<b>SUMMIT FIRE PROTECTION</b>		Check		
				E 01	005 850 363 305 000	Fees For Services-Fire Safety		\$450.00	
		Voucher #: 62438	Invoice		Invoice No: 1128365	7/18/2016			Paid Amt: \$450.00
									Check Amount: \$450.00
0162	FNB	57254	72949		<b>SUPER DUPER PUBLICATIONS</b>		Check		
				E 01	100 401 740 433 000	GB-25 HOLIDAY & SEASONAL GAMEBOAR		\$24.95	
				E 01	100 401 740 433 000	SPIN-256 ELECTRONIC SPINNER 1-3		\$10.85	
				E 01	100 401 740 433 000	RAV-22052 SNAILS PACE RACE		\$24.95	
				E 01	100 401 740 433 000	SPIN-267 ELECTRONIC SPINNER 1-6		\$10.95	
				E 01	100 401 740 433 000	Freight		\$7.50	
		Voucher #: 62645	Invoice		Invoice No: 2170165A	7/18/2016			Paid Amt: \$79.20
				E 01	100 412 740 433 000	BG0120 ASK & ANSWER WH- BINGO		\$59.95	
				E 01	100 412 740 433 000	QC066 ASK & ANSWER WH-QUESTION CAI		\$69.75	
				E 01	100 412 740 433 000	WFC92 WEBBER PHOTO ANALOGIES CAR		\$24.95	
				E 01	100 412 740 433 000	WFC93 WEBBER PHOTO CARDS - PRONOI		\$49.95	
		Voucher #: 62646	Invoice		Invoice No: 2170162A	7/18/2016			Paid Amt: \$204.60
									Check Amount: \$283.80
0162	FNB	57255	74179		<b>TEAM LABORATORY CHEMICAL CORP.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,113.50	
		Voucher #: 62439	Invoice		Invoice No: 0001961	7/18/2016			Paid Amt: \$2,113.50
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$4,964.00	
		Voucher #: 62544	Invoice		Invoice No: 0002137	7/18/2016			Paid Amt: \$4,964.00
									Check Amount: \$7,077.50
0162	FNB	57256	75225		<b>THOMPSON GRAVEL &amp; ROCK</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$600.00	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$150.00	
		Voucher #: 62585	Invoice		Invoice No: 1189	7/18/2016			Paid Amt: \$750.00
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,000.00	

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## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57256	75225		THOMPSON GRAVEL & ROCK		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$400.00	
		Voucher #:	62586	Invoice	Invoice No: 1188	7/18/2016		Paid Amt:	\$2,400.00
								Check Amount:	\$3,150.00
0162	FNB	57257	75450		THUNDERBIRD TROPHIES		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$110.79	
		Voucher #:	62479	Invoice	Invoice No: 15874	7/18/2016		Paid Amt:	\$110.79
								Check Amount:	\$110.79
0162	FNB	57258	76379		TREETOP PUBLISHING		Check		
				E 01	100 212 000 430 000	5027 PORTRAIT 6X8 LINED BARE BOOK		\$184.50	
				E 01	100 212 000 430 000	SHIPPING		\$18.45	
		Voucher #:	62605	Invoice	Invoice No: 612497	7/18/2016		Paid Amt:	\$202.95
								Check Amount:	\$202.95
0162	FNB	57259	77510		TWIN PINES GOLF COURSE		Check		
				E 01	300 294 000 820 206	Dues-Boys Golf		\$1,550.00	
				E 01	300 296 000 820 206	Dues-Girls Golf		\$1,550.00	
		Voucher #:	62685	Invoice	Invoice No: 11-157	7/18/2016		Paid Amt:	\$3,100.00
								Check Amount:	\$3,100.00
0162	FNB	57260	77863		US BANK		Check		
				E 01	005 850 000 581 390	Interest on Capital Lease-2013B		\$34,913.77	
		Voucher #:	62652	Invoice	Invoice No: 07122016	7/18/2016		Paid Amt:	\$34,913.77
				E 01	005 850 000 581 391	Interest on Capital Lease-2014A		\$64,729.70	
		Voucher #:	62653	Invoice	Invoice No: 071216	7/18/2016		Paid Amt:	\$64,729.70
								Check Amount:	\$99,643.47
0162	FNB	57261	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 709 490 000	Food- Summer Food Service		\$261.51	
		Voucher #:	62676	Invoice	Invoice No: 5194921	7/18/2016		Paid Amt:	\$261.51
				E 02	005 770 701 490 000	Food-Lunches		\$40.06	
		Voucher #:	62677	Invoice	Invoice No: 3944279	7/18/2016		Paid Amt:	\$40.06
				E 02	005 770 701 401 000	General Supplies-Lunches		\$8.75	
		Voucher #:	62678	Invoice	Invoice No: 4146030	7/18/2016		Paid Amt:	\$8.75
				E 02	005 770 701 490 000	Food-Lunches		(\$40.10)	
				E 02	005 770 701 401 000	General Supplies-Lunches		(\$58.56)	
		Voucher #:	62679	Invoice	Invoice No: 3869159	7/18/2016		Paid Amt:	(\$98.66)
				E 02	005 770 701 490 000	Food-Lunches		(\$39.69)	
		Voucher #:	62680	Invoice	Invoice No: 4687468	7/18/2016		Paid Amt:	(\$39.69)
								Check Amount:	\$171.97

## Bagley Public Schools #162 July 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57262	77877		<b>US-GAMES</b>		Check
				E 01	100 241 000 430 000	118B325 JUMP ROPE/HOOP RACK	\$169.99
				E 01	100 241 000 430 000	SHIPPING	\$28.90
		<b>Voucher #:</b>	<b>62656</b>	Invoice	<b>Invoice No:</b> 98035790	<b>7/18/2016</b>	<b>Paid Amt: \$198.89</b>
							<b>Check Amount: \$198.89</b>
0162	FNB	57263	79179		<b>VERIZON WIRELESS</b>		Check
				E 01	310 810 000 320 000	Telephone-Maintenance	\$140.04
		<b>Voucher #:</b>	<b>62655</b>	Invoice	<b>Invoice No:</b> 9767870225	<b>7/18/2016</b>	<b>Paid Amt: \$140.04</b>
							<b>Check Amount: \$140.04</b>
0162	FNB	57264	81075		<b>WILLBERGS AUTO CENTER</b>		Check
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$16.31
		<b>Voucher #:</b>	<b>62437</b>	Invoice	<b>Invoice No:</b> 64619	<b>7/18/2016</b>	<b>Paid Amt: \$16.31</b>
							<b>Check Amount: \$16.31</b>
0162	FNB	57265	81402		<b>WOODBURN PRESS</b>		Check
				E 01	300 211 000 430 000	STUDENT PLANNERS - SEE ATTACHED QU	\$539.00
		<b>Voucher #:</b>	<b>62588</b>	Invoice	<b>Invoice No:</b> 71943	<b>7/18/2016</b>	<b>Paid Amt: \$539.00</b>
							<b>Check Amount: \$539.00</b>
0162	FNB	57266	81579		<b>WORLD BOOK, INC.</b>		Check
				E 01	300 620 000 430 000	RENEWAL SUBSCRIPTION	\$795.00
		<b>Voucher #:</b>	<b>62556</b>	Invoice	<b>Invoice No:</b> 0001535370	<b>7/18/2016</b>	<b>Paid Amt: \$795.00</b>
							<b>Check Amount: \$795.00</b>
							<b>Report Total: \$642,265.71</b>

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**Bagley Public Schools #162**  
**July 2016 Check Register**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$544,335.13
02	Food Service	\$1,111.93
04	Community Services	\$4,461.45
07	Debt Redemption	\$92,357.20
<b>Report Total</b>		<b>\$642,265.71</b>

## Bagley Public Schools #162 June 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31339	26970		FARM BY THE LAKE RETREAT CENTE		Check		
				E 04	005 586 332 305 132	CABIN RENTAL FOR PRAIRIE FIRE THEATE		\$600.00	
		Voucher #:	62321	Invoice	Invoice No: 1452	6/2/2016	Paid Amt:	\$600.00	
							Check Amount:	\$600.00	
0162	FNB	31340	58426		NORTHWEST MINNESOTA FOUNDATION		Check		
				E 01	300 050 000 366 000	COMMUNITY DISASTER RESPONSE & REC		\$50.00	
		Voucher #:	62322	Invoice	Invoice No: 060216	6/2/2016	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
0162	FNB	31341	65271		PRAIRIE FIRE CHILDREN'S THEATER		Check		
				E 04	005 586 332 305 132	JACK IN THE BEANSTALK SUMMER PLAY		\$2,000.00	
		Voucher #:	62320	Invoice	Invoice No: 060216	6/2/2016	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	
0162	FNB	31342	46581		LUTHERAN SOCIAL SERVICE/FGP		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$150.00	
		Voucher #:	62313	Invoice	Invoice No: 352	6/2/2016	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
0162	FNB	31343	78283		UNITED STATES TREASURY		Check		
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$11,821.87	
		Voucher #:	62346	Invoice	Invoice No: 060616	6/6/2016	Paid Amt:	\$11,821.87	
							Check Amount:	\$11,821.87	
0162	FNB	31344	1170		DEAN FOODS NC		Check		
				E 02	005 770 709 490 000	Food- Summer Food Service		\$24.48	
		Voucher #:	62420	Invoice	Invoice No: 932394	6/14/2016	Paid Amt:	\$24.48	
				E 02	005 770 709 490 000	Food- Summer Food Service		\$81.60	
		Voucher #:	62421	Invoice	Invoice No: 10624222	6/14/2016	Paid Amt:	\$81.60	
							Check Amount:	\$106.08	
0162	FNB	31345	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 709 490 000	Food- Summer Food Service		\$387.70	
				E 02	005 770 709 401 000	General Supplies-Summer Food Service		\$143.50	
		Voucher #:	62422	Invoice	Invoice No: 4687468	6/14/2016	Paid Amt:	\$531.20	
							Check Amount:	\$531.20	
0162	FNB	31346	02343		AMSTERDAM PRINITNG AND LITHO		Check		
				B 01	131 000	PLEASE SEE ATTACHED QUOTE		\$355.48	
		Voucher #:	62429	Invoice	Invoice No: 5304611	6/17/2016	Paid Amt:	\$355.48	
							Check Amount:	\$355.48	

## Bagley Public Schools #162 June 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31347	08280		<b>BEMIDJI REGIONAL INTERDISTRICT</b>		Check		
				E 01	100 420 740 399 000	Purchase of Spec Ed Contracted		\$8,674.76	
		Voucher #:	62434	Invoice	Invoice No: 061716	6/17/2016			
								Paid Amt:	\$8,674.76
								Check Amount:	\$8,674.76
0162	FNB	31348	17509		<b>COLEPAPERS INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		(\$276.16)	
		Voucher #:	62154	Invoice	Invoice No: 9205715	6/17/2016			
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$96.76	
		Voucher #:	62155	Invoice	Invoice No: 9205577	6/17/2016			
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$864.80	
		Voucher #:	62431	Invoice	Invoice No: 9213816	6/17/2016			
								Paid Amt:	\$864.80
								Check Amount:	\$685.40
0162	FNB	31349	21406		<b>DECKER INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$32.65	
		Voucher #:	62430	Invoice	Invoice No: 149826A	6/17/2016			
								Paid Amt:	\$32.65
								Check Amount:	\$32.65
0162	FNB	31350	1151		<b>DETROIT LAKES COMMUNITY EDUCATION</b>		Check		
				E 01	310 810 000 366 000	Travel-Custodial/Maintenance		\$125.00	
		Voucher #:	62435	Invoice	Invoice No: 061716	6/17/2016			
								Paid Amt:	\$125.00
								Check Amount:	\$125.00
0162	FNB	31351	36593		<b>HEINEMANN</b>		Check		
				B 01	131 000	978-0-325-02833-0/2009 ON-LINE DATA MAN		\$60.00	
		Voucher #:	62427	Invoice	Invoice No: 6626658	6/17/2016			
								Paid Amt:	\$60.00
								Check Amount:	\$60.00
0162	FNB	31352	46102		<b>LINCOLN LIBRARY PRESS</b>		Check		
				B 01	131 000	RENEWAL SUBSCRIPTIONS - 6 DATABASE:		\$198.00	
				B 01	131 000	AM. HISTORY, BIOGRAPHIES, ESSENTIAL I		\$0.00	
		Voucher #:	62428	Invoice	Invoice No: 26104	6/17/2016			
								Paid Amt:	\$198.00
								Check Amount:	\$198.00
0162	FNB	31353	1264		<b>MASP</b>		Check		
				B 01	131 000	Prepaid Expense & Deposit		\$360.00	
		Voucher #:	62425	Invoice	Invoice No: 061716	6/17/2016			
								Paid Amt:	\$360.00
								Check Amount:	\$360.00
0162	FNB	31354	75450		<b>THUNDERBIRD TROPHIES</b>		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$136.05	
		Voucher #:	62432	Invoice	Invoice No: 15859	6/17/2016			
								Paid Amt:	\$136.05

## Bagley Public Schools #162 June 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31354	75450		<b>THUNDERBIRD TROPHIES</b>		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$93.98	
		Voucher #:	62433	Invoice	Invoice No: 15858	6/17/2016			
								Paid Amt:	\$93.98
								Check Amount:	\$230.03
0162	FNB	31355	81075		<b>WILLBERGS AUTO CENTER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$119.51	
		Voucher #:	62426	Invoice	Invoice No: 64987	6/17/2016			
								Paid Amt:	\$119.51
								Check Amount:	\$119.51
0162	FNB	31356	1380		<b>THOMPSON SAND &amp; GRAVEL</b>		Check		
				E 01	310 810 000 305 000	TREE AND STUMP REMOVAL - NORTH & E		\$3,967.50	
		Voucher #:	62436	Invoice	Invoice No: 061716	6/17/2016			
								Paid Amt:	\$3,967.50
								Check Amount:	\$3,967.50
0162	FNB	31357	1379		<b>DUB'S DIESEL &amp; AUTOMOTIVE REPAIR</b>		Check		
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$500.00	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$23.84	
		Voucher #:	62460	Invoice	Invoice No: 476	6/21/2016			
								Paid Amt:	\$523.84
								Check Amount:	\$523.84
0162	FNB	31358	1170		<b>DEAN FOODS NC</b>		Check		
				E 02	005 770 706 490 000	FFVP GRANT Food		\$81.60	
		Voucher #:	62461	Invoice	Invoice No: 10624237	6/21/2016			
								Paid Amt:	\$81.60
								Check Amount:	\$81.60
0162	FNB	31359	42917		<b>KELLER FENCE COMPANY, INC.</b>		Check		
				E 01	005 850 302 520 000	Building Improvements		\$4,995.00	
		Voucher #:	62464	Invoice	Invoice No: 3355	6/21/2016			
								Paid Amt:	\$4,995.00
								Check Amount:	\$4,995.00
0162	FNB	31360	55660		<b>NAYLOR'S HEATING AND REFRIGERATION, LLC.</b>		Check		
				E 02	005 770 701 530 000	DISHWASHER FOR HS - PLEASE SEE ATAC		\$26,366.87	
		Voucher #:	62463	Invoice	Invoice No: 119241	6/21/2016			
								Paid Amt:	\$26,366.87
								Check Amount:	\$26,366.87
0162	FNB	31361	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 706 490 000	FFVP GRANT Food		\$223.35	
		Voucher #:	62462	Invoice	Invoice No: 4816675	6/21/2016			
								Paid Amt:	\$223.35
								Check Amount:	\$223.35
0162	FNB	31362	75450		<b>THUNDERBIRD TROPHIES</b>		Check		
				E 01	300 605 320 401 000	PLAQUES FOR SENIORS		\$141.75	
		Voucher #:	62465	Invoice	Invoice No: 15768	6/21/2016			
								Paid Amt:	\$141.75
								Check Amount:	\$141.75

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## Bagley Public Schools #162

### June 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	31363	61525		<b>PETTY CASH FUND</b>		Check	
				E 01	005 110 000 329 000	Postage/UPS-Business Office	\$5.03	
				E 01	005 105 000 490 150	Food-ECI	\$200.00	
				E 01	005 105 000 401 166	General Supplies-Radiothon	\$714.11	
				R 02	005 000 701 601 000	Sales-Lunches	\$147.25	
				R 01	100 000 000 099 000	Misc Rev- Elem	\$21.27	
				B 01	212 001	Sales Tax Payable	\$0.77	
				E 01	100 203 000 369 101	Team Travel	\$12.00	
				R 04	005 586 332 050 132	Fees from Patrons-Youth Enr. S Rec	\$620.00	
				E 01	005 110 000 305 000	Fees For Services-Business Office	\$30.00	
				E 01	100 050 000 299 000	Other Benefits- Elem Office	\$105.00	
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$195.82	
				E 01	005 110 000 401 000	General Supplies-Business Office	\$14.08	
				E 01	300 050 000 299 000	Other Benefits-HS Office	\$2,000.00	
		<b>Voucher #:</b>	<b>62473</b>	Invoice	<b>Invoice No:</b> 062416	<b>6/24/2016</b>	<b>Paid Amt:</b>	<b>\$4,065.33</b>
							<b>Check Amount:</b>	<b>\$4,065.33</b>
0162	FNB	31364	47593		<b>MARCO</b>		Check	
				E 01	300 211 000 370 000	Rentals and Leases-High School	\$518.65	
				E 01	100 203 000 370 000	Rentals and Leases-Elem	\$259.35	
				E 01	030 211 305 370 000	Rentals and Leases-ALP	\$19.95	
				E 04	005 505 321 370 000	Rentals and Leases	\$19.95	
		<b>Voucher #:</b>	<b>62483</b>	Invoice	<b>Invoice No:</b> 3418018	<b>6/27/2016</b>	<b>Paid Amt:</b>	<b>\$817.90</b>
							<b>Check Amount:</b>	<b>\$817.90</b>
0162	FNB	31365	1209		<b>MASSP</b>		Check	
				B 01	131 000	MEMBERSHIP TO MASSP	\$583.00	
				B 01	131 000	MEMBERSHIP TO NASSP	\$250.00	
				B 01	131 000	DIVISION DUES	\$25.00	
		<b>Voucher #:</b>	<b>62482</b>	Invoice	<b>Invoice No:</b> 062716	<b>6/27/2016</b>	<b>Paid Amt:</b>	<b>\$858.00</b>
							<b>Check Amount:</b>	<b>\$858.00</b>
0162	FNB	31366	09890		<b>NW SERVICE COOP SCHOOL</b>		Check	
				B 01	215 030	Insurance Payable	\$52,017.38	
		<b>Voucher #:</b>	<b>62190</b>	Invoice	<b>Invoice No:</b> M2016110	<b>6/27/2016</b>	<b>Paid Amt:</b>	<b>\$52,017.38</b>
				B 01	215 030	Insurance Payable	\$6,206.00	
		<b>Voucher #:</b>	<b>62287</b>	Invoice	<b>Invoice No:</b> Z201611A0	<b>6/27/2016</b>	<b>Paid Amt:</b>	<b>\$6,206.00</b>
				B 01	215 030	Insurance Payable	\$158.00	
				B 01	215 030	Insurance Payable	(\$4,374.12)	
		<b>Voucher #:</b>	<b>62296</b>	Credit	<b>Invoice No:</b> Z2016110	<b>6/27/2016</b>	<b>Paid Amt:</b>	<b>\$4,216.12</b>
							<b>Check Amount:</b>	<b>\$62,439.50</b>

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## Bagley Public Schools #162 June 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31367	67632		SELECTACCOUNT		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$56.97	
		Voucher #:	62484	Invoice	Invoice No: 1148643	6/27/2016	Paid Amt:	\$56.97	
							Check Amount:	\$56.97	
0162	FNB	31368	01380		AMERICAN FAMILY LIFE ASSUR CO		Check		
				B 01	215 030	Insurance Payable		\$645.88	
		Voucher #:	62500	Invoice	Invoice No: M2016120	6/30/2016	Paid Amt:	\$645.88	
							Check Amount:	\$645.88	
0162	FNB	31369	1382		BEMIDJI THEATRE		Check		
				E 04	005 586 332 369 132	Travel - S. Rec.		\$195.50	
		Voucher #:	62520	Invoice	Invoice No: 1261	6/30/2016	Paid Amt:	\$195.50	
							Check Amount:	\$195.50	
0162	FNB	31370	09975		BLUE CROSS BLUE SHIELD OF MN		Check		
				B 01	215 030	Insurance Payable		\$1,435.00	
		Voucher #:	62521	Invoice	Invoice No: 06292016	6/30/2016	Paid Amt:	\$1,435.00	
							Check Amount:	\$1,435.00	
0162	FNB	31371	46956		MADISON NATIONAL LIFE INS. CO., INC.		Check		
				B 01	215 030	Insurance Payable		\$285.74	
		Voucher #:	62509	Invoice	Invoice No: M2016120	6/30/2016	Paid Amt:	\$285.74	
							Check Amount:	\$285.74	
0162	FNB	31372	49246		MEDICARE BLUE RX		Check		
				B 01	215 030	Insurance Payable		\$1,014.20	
		Voucher #:	62522	Invoice	Invoice No: 06292016	6/30/2016	Paid Amt:	\$1,014.20	
							Check Amount:	\$1,014.20	
0162	FNB	31373	51127		MSEA		Check		
				B 01	215 033	Msea Dues		\$959.89	
		Voucher #:	62510	Invoice	Invoice No: M2016120	6/30/2016	Paid Amt:	\$959.89	
							Check Amount:	\$959.89	
0162	FNB	31374	55745		NCPERS MINNESOTA		Check		
				B 01	215 031	Life Insur Payable		\$48.00	
		Voucher #:	62511	Invoice	Invoice No: M2016120	6/30/2016	Paid Amt:	\$48.00	
							Check Amount:	\$48.00	
0162	FNB	31375	1307		OHIO CHILD SUPPORT PAYMENT CENTRAL		Check		
				B 01	215 035	Garnishments		\$16.31	
		Voucher #:	62508	Invoice	Invoice No: M2016120	6/30/2016	Paid Amt:	\$16.31	
							Check Amount:	\$16.31	

## Bagley Public Schools #162

### June 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31376	62610		PREPAID LEGAL SERVICES		Check		
				B 01	215 040	Dues and ID Theft		\$90.65	
		Voucher #:	62512	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$90.65
									Check Amount: \$90.65
0162	FNB	31377	64630		REGION I ESV		Check		
				B 01	215 027	Flex		\$698.49	
		Voucher #:	62513	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$698.49
									Check Amount: \$698.49
0162	FNB	31378	67632		SELECTACCOUNT		Check		
				B 01	215 027	Flex		\$600.00	
		Voucher #:	62514	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$600.00
									Check Amount: \$600.00
0162	FNB	31379	1116		THE OMNI GROUP		Check		
				B 01	215 005	Tax Shelter Payable		\$54.00	
				B 01	215 025	403 (b) Match		\$54.00	
		Voucher #:	62502	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$108.00
				B 01	215 005	Tax Shelter Payable		\$300.00	
				B 01	215 025	403 (b) Match		\$41.63	
		Voucher #:	62503	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$341.63
				B 01	215 005	Tax Shelter Payable		\$300.00	
				B 01	215 025	403 (b) Match		\$145.87	
		Voucher #:	62504	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$445.87
				B 01	215 005	Tax Shelter Payable		\$535.37	
				B 01	215 025	403 (b) Match		\$535.37	
		Voucher #:	62505	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$1,070.74
				B 01	215 005	Tax Shelter Payable		\$1,391.63	
				B 01	215 025	403 (b) Match		\$1,391.63	
		Voucher #:	62506	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$2,783.26
				B 01	215 005	Tax Shelter Payable		\$395.87	
				B 01	215 025	403 (b) Match		\$395.87	
		Voucher #:	62507	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$791.74
									Check Amount: \$5,541.24
0162	FNB	31380	80288		WELLS FARGO BANK OF MN		Check		
				B 01	215 030	Insurance Payable		\$300.00	
		Voucher #:	62515	Invoice	Invoice No: M2016120	6/30/2016			Paid Amt: \$300.00
									Check Amount: \$300.00
								Report Total:	\$142,468.49

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**Bagley Public Schools #162**  
**June 2016 Hand Payables Check Register**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$111,576.69
02 Food Service	\$27,456.35
04 Community Services	\$3,435.45
<b>Report Total</b>	<b>\$142,468.49</b>

**Bagley Public Schools  
Treasurer's Report  
Period Ended June 30, 2016**

<b>CASH SUMMARY</b>	<b>General</b>	<b>Food Service</b>	<b>Community Service</b>	<b>Capital Projects</b>	<b>Debt Redemption</b>	<b>Trust</b>	<b>Total</b>
Ending Cash Balances	2,887,738.72	127,763.45	160,694.60	226,534.12	257,764.23	1,088.02	3,661,583.14
<b>OPERATING ANALYSIS</b>							
<b>Revenues</b>							
Current Month Receipts	676,364.75	33,342.58	35,994.42	0.00	1,931.07	0.00	747,632.82
Previous Months	10,472,658.36	521,681.68	233,882.96	1,828.43	266,894.97	0.00	11,496,946.40
<b>Total YTD Revenues</b>	<b>11,149,023.11</b>	<b>555,024.26</b>	<b>269,877.38</b>	<b>1,828.43</b>	<b>268,826.04</b>	<b>0.00</b>	<b>12,244,579.22</b>
Current Month Expenditures	484,367.18	37,763.29	20,902.53	0.00	0.00	0.00	543,033.00
Previous Months	11,298,113.25	553,338.41	239,518.34	133,751.95	449,915.00	0.00	12,674,636.95
<b>Total YTD Expenditures</b>	<b>11,782,480.43</b>	<b>591,101.70</b>	<b>260,420.87</b>	<b>133,751.95</b>	<b>449,915.00</b>	<b>0.00</b>	<b>13,217,669.95</b>
Revenues Over (Under) Expenditures	(633,457.32)	(36,077.44)	9,456.51	(131,923.52)	(181,088.96)	0.00	(973,090.73)
<b>BUDGET ANALYSIS</b>							
<b>Revenues</b>							
YTD Revenues	11,149,023.11	555,024.26	269,877.38	1,828.43	268,826.04	0.00	12,244,579.22
Budget	12,112,992.00	584,750.00	283,735.00	0.00	312,185.00	500.00	13,294,162.00
Over (Under) Budget	(963,968.89)	(29,725.74)	(13,857.62)	1,828.43	(43,358.96)	(500.00)	(1,049,082.78)
% Budget Received	92.04%	94.92%	95.12%	0.00%	86.11%	0.00%	92.10%
<b>Expenditures</b>							
YTD Expenditures	11,782,480.43	591,101.70	260,420.87	133,751.95	449,915.00	0.00	13,217,669.95
Budget	12,629,997.00	612,745.00	297,459.00	0.00	450,000.00	500.00	13,990,701.00
Over (Under) Budget	(847,516.57)	(21,643.30)	(37,038.13)	133,751.95	(85.00)	(500.00)	(772,531.05)
% Budget Expended (Over)	93.29%	96.47%	87.55%	0.00%	99.98%	0.00%	94.47%

INDEPENDENT SCHOOL DISTRICT 162					
STATEMENT OF REVENUES AND EXPENDITURES					
BUDGET AND ACTUAL					
GENERAL FUND					
THROUGH MONTH ENDED JUNE 30, 2016					
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2015					
	2016			2015	
	Budgeted Amounts		Actual	Over (Under)	
	Original	Final		Final Budget	Actual
<b>REVENUES</b>					
Local Property Taxes	1,057,462	1,036,734	1,096,053.04	59,319.04	922,158
Other Local and County Revenues	284,004	298,282	283,345.06	(14,936.94)	380,291
Revenues from State Sources	10,135,421	10,037,658	9,025,163.41	(1,012,494.59)	9,766,303
Revenues from Federal Sources	634,000	730,318	731,886.41	1,568.41	565,838
Investment Earnings	12,000	10,000	12,553.92	2,553.92	10,140
<b>TOTAL REVENUES</b>	<b>12,122,887</b>	<b>12,112,992</b>	<b>11,149,001.84</b>	<b>(963,990)</b>	<b>11,644,730</b>
<b>EXPENDITURES</b>					
<b>District and School Administration</b>					
Wages	512,900	580,687	578,381.06	(2,305.94)	545,162
Benefits	140,986	146,934	142,014.11	(4,919.89)	135,184
Supplies/Services	68,600	67,207	64,381.24	(2,825.76)	64,985
<b>District Support Services</b>					
Wages	119,350	116,864	116,855.62	(8.38)	113,846
Benefits	25,165	23,142	22,870.41	(271.59)	22,607
Supplies/Services	172,650	168,684	166,514.13	(2,169.87)	152,874
<b>Regular Instruction</b>					
Wages	3,516,580	3,439,080	3,460,568.82	21,488.82	3,281,370
Benefits	911,785	919,908	875,544.70	(44,363.30)	873,119
Supplies/Services	689,795	628,532	525,028.97	(103,503.03)	649,499
<b>Vocational Instruction</b>					
Wages	85,000	28,322	28,321.94	(0.06)	82,763
Benefits	13,360	4,617	4,615.69	(1.31)	13,085
Supplies/Services	9,300	23,243	8,945.21	(14,297.79)	27,719
<b>Special Education</b>					
Wages	795,750	829,871	775,861.14	(54,009.86)	707,952
Benefits	239,812	179,460	166,356.16	(13,103.84)	167,307
Supplies/Services	1,262,951	1,191,579	1,164,758.47	(26,820.53)	1,277,771
<b>Instructional Support Services</b>					
Wages	259,847	295,779	191,755.32	(104,023.68)	346,222
Benefits	57,405	48,306	36,062.39	(12,243.61)	69,123
Supplies/Services	80,763	113,827	100,808.96	(13,018.04)	96,674
<b>Pupil Support Services</b>					
Wages	471,600	498,779	496,216.55	(2,562.45)	448,899
Benefits	80,948	94,014	90,552.63	(3,461.37)	73,425
Supplies/Services	489,515	417,049	423,016.49	5,967.49	592,647
<b>Site, Buildings &amp; Equipment</b>					
Wages	422,500	570,396	547,719.87	(22,676.13)	470,055
Benefits	105,325	115,050	109,514.31	(5,535.69)	90,910
Supplies/Services	1,663,000	2,033,585	1,590,734.24	(442,850.76)	1,925,191
<b>Fiscal &amp; Other Fixed Costs</b>	<b>73,000</b>	<b>95,082</b>	<b>95,082.00</b>	<b>0.00</b>	<b>56,707</b>
<b>TOTAL EXPENDITURES</b>	<b>12,267,887</b>	<b>12,629,997</b>	<b>11,782,480.43</b>	<b>(847,517)</b>	<b>12,285,094</b>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(145,000)	(517,005)	(633,479)	(116,474)	(640,364)

## Bagley Public Schools #162 June 2016 Wire Payments Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	51276			MINNESOTA CHILD SUPPORT PAY CT		Wire		
				B 01	215 035 Garnishments			\$1,053.00	
	Voucher #:	62213	Invoice		Invoice No: M2016110	6/16/2016	Paid Amt:	\$1,053.00	
				B 01	215 035 Garnishments			\$1,053.00	
	Voucher #:	62236	Invoice		Invoice No: M2016111	6/16/2016	Paid Amt:	\$1,053.00	
				B 01	215 035 Garnishments			\$1,053.00	
	Voucher #:	62259	Invoice		Invoice No: M2016112	6/16/2016	Paid Amt:	\$1,053.00	
				B 01	215 035 Garnishments			\$1,053.00	
	Voucher #:	62282	Invoice		Invoice No: M2016113	6/16/2016	Paid Amt:	\$1,053.00	
								Check Amount:	\$4,212.00
0162	FNB	62905			PUBLIC EMPLOYEES RET ASSOC		Wire		
				B 01	215 017 PERA Payable			\$28,253.95	
	Voucher #:	62214	Invoice		Invoice No: M2016110	6/16/2016	Paid Amt:	\$28,253.95	
				B 01	215 017 PERA Payable			\$885.37	
	Voucher #:	62237	Invoice		Invoice No: M2016111	6/16/2016	Paid Amt:	\$885.37	
				B 01	215 017 PERA Payable			\$885.37	
	Voucher #:	62260	Invoice		Invoice No: M2016112	6/16/2016	Paid Amt:	\$885.37	
				B 01	215 017 PERA Payable			\$885.38	
	Voucher #:	62283	Invoice		Invoice No: M2016113	6/16/2016	Paid Amt:	\$885.38	
				B 01	215 017 PERA Payable			\$424.11	
	Voucher #:	62300	Invoice		Invoice No: Z2016110	6/16/2016	Paid Amt:	\$424.11	
								Check Amount:	\$31,334.18
0162	FNB	1014			TRA		Wire		
				B 01	215 018 TRA Payable			\$53,500.60	
	Voucher #:	62210	Invoice		Invoice No: M2016110	6/16/2016	Paid Amt:	\$53,500.60	
				B 01	215 018 TRA Payable			\$36,045.10	
	Voucher #:	62233	Invoice		Invoice No: M2016111	6/16/2016	Paid Amt:	\$36,045.10	
				B 01	215 018 TRA Payable			\$36,045.10	
	Voucher #:	62256	Invoice		Invoice No: M2016112	6/16/2016	Paid Amt:	\$36,045.10	
				B 01	215 018 TRA Payable			\$36,045.10	
	Voucher #:	62279	Invoice		Invoice No: M2016113	6/16/2016	Paid Amt:	\$36,045.10	
				B 01	215 018 TRA Payable			\$600.36	
	Voucher #:	62284	Credit		Invoice No: Z201611A0	6/16/2016	Paid Amt:	(\$600.36)	
				B 01	215 018 TRA Payable			\$671.70	
	Voucher #:	62297	Invoice		Invoice No: Z2016110	6/16/2016	Paid Amt:	\$671.70	
								Check Amount:	\$161,707.24
								Report Total:	\$197,253.42

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**Bagley Public Schools #162**  
**June 2016 Wire Payments Register**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01    General Fund	\$197,253.42
<b>Report Total</b>	<b>\$197,253.42</b>

# Flyers SOARR

	Safe	Optimistic	Achiever	Respectful	Responsible
<b>Classroom</b>	<p><b>Follow directions</b> <i>Abide by classroom rules</i></p> <p><b>Use materials properly</b> <i>Use classroom furniture properly</i></p> <p><b>Respect personal spaces</b> <i>Keep hands and feet in your own personal space (bubble)</i></p>	<p><b>Be positive</b> <i>Have a good attitude</i></p> <p><b>Accept and encourage others</b> <i>Welcome and include everyone</i></p> <p><b>Take on challenges</b> <i>Try new things</i></p>	<p><b>Ask questions</b> <i>Ask questions to find answers</i></p> <p><b>Do your best</b> <i>Always do your best</i></p> <p><b>Work together</b> <i>Be better together</i></p> <p><b>Make mistakes</b> <i>Learn from mistakes</i></p>	<p><b>Be kind</b> <i>Show empathy and act accordingly</i></p> <p><b>Raise your hand</b> <i>Listen and take turns</i></p> <p><b>Respect personal opinions</b> <i>Recognize the opinions of all</i></p> <p><b>Use good listening skills</b> <i>Actively hear what others are saying</i></p>	<p><b>Be truthful</b> <i>Stay true to yourself and others</i></p> <p><b>Engage fully</b> <i>Participate in the task from start to finish</i></p> <p><b>Have good attendance</b> <i>Be there and arrive on time</i></p>
<b>Hallway</b> <i>Rough Draft</i>	<p><b>Walk</b></p> <p><b>Keep hands to self</b></p> <p><b>Use railings/steps</b></p> <p><b>Position Eyes forward</b></p> <p><b>Give space to others</b></p> <p><b>Pick up garbage</b></p>	<p><b>Welcome others</b> <i>Greet others with a smile, handshake or gesture</i></p> <p><b>Use appropriate communication</b> <i>Use appropriate words</i></p>	<p><b>Be a good role model</b></p> <p><b>Try your bests</b></p> <p><b>Move with purpose</b></p>	<p><b>Follow adult direction</b></p> <p><b>Keeps hands and feet to yourself</b></p> <p><b>Low voice volume/quiet</b></p> <p><b>Keep belongings close</b></p> <p><b>Use appropriate language</b></p>	<p><b>Go directly to location</b></p> <p><b>Use only your own locker</b></p>

# Flyers SOARR

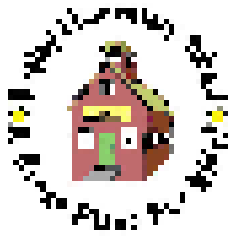
<p><b>Bathroom</b> Rough draft</p>	<p><b>Keep water in the sink</b></p> <p><b>Throw garbage in the trash can</b></p> <p><b>Leave lights on</b></p> <p><b>Keep feet on the floor</b> <i>Keep feet on the floor and stay off of dividers and walls</i></p> <p><b>Keep hands and feet to yourself</b></p>	<p><b>Be polite</b></p> <p><b>Give everyone privacy</b></p>	<p><b>Use your time wisely</b></p> <p><b>Wash hands</b></p> <p><b>Flush the toilet</b></p>	<p><b>Be considerate</b></p> <p><b>Give space/privacy</b></p>	<p><b>Respect privacy</b></p> <p><b>Use the student bathrooms</b></p>
<p><b>Cafeteria</b></p>	<p><b>Walk</b> <i>Walk &amp; watch for others</i></p> <p><b>Sit in your seat</b> <i>Arms, legs, body in seat, facing forward</i></p> <p><b>Keep our cafeteria clean</b> <i>Clean up food</i></p> <p><b>Eat your own food</b> <i>Sharing food means sharing germs &amp; bacteria</i></p>	<p><b>Try new foods</b> <i>Sample so you might try more</i></p> <p><b>Welcome and accept others</b> <i>Make the best of everyday in the cafeteria</i></p>	<p><b>Use time wisely</b> <i>Take time to enjoy your good</i></p> <p><b>Be mindful of others</b> <i>Assist others &amp; look for opportunities to help</i></p>	<p><b>Use a quiet voice</b> <i>Use a 3 or quieter voice</i></p> <p><b>Use good manners</b> <i>Say please &amp; thank you, Wait in line patiently, be courteous</i></p> <p><b>Follow adult directive</b> <i>Listen &amp; trust authority</i></p>	<p><b>Take only what you eat</b> <i>Take what you eat, eat what you take</i></p> <p><b>Two hands on your tray</b> <i>Prevent bumps &amp; spills</i></p> <p><b>Use utensils properly</b> <i>Use forks, spoons, napkins, &amp; tray responsibly</i></p>
<p><b>Community</b> Rough draft</p>	<p><b>Stay in assigned areas</b></p> <p><b>Listen to directions</b></p>	<p><b>Use positive words and actions</b></p> <p><b>Be friendly</b></p>	<p><b>Participate</b></p> <p><b>Make good choices</b></p>	<p><b>Be considerate</b></p> <p><b>Use good manners</b></p>	<p><b>Take what is yours</b></p> <p><b>Tell the truth</b></p>

# Flyers SOARR

	<p><b>Stay with an adult</b></p> <p><b>Follow safety rules</b></p>	<p><b>Welcome and accept others</b></p>	<p><b>Try new things</b></p> <p><b>Respect space and property</b></p>	<p><b>Follow directions</b></p> <p><b>Help others</b></p>	
<p><b>Technology</b> <i>Rough Draft</i></p>	<p><b>Use appropriate sites</b></p> <p><b>Handle devices with care</b></p> <p><b>Keep information private</b></p> <p><b>Report cyber bullying</b></p>	<p><b>Use resources for positive purposes</b></p> <p><b>Charge your devices</b></p> <p><b>Offer support</b></p> <p><b>Be creative</b></p>	<p><b>Use technology to learn</b></p> <p><b>Try your best</b></p> <p><b>Do the job you are assigned</b></p>	<p><b>Follow adult directions</b></p> <p><b>Be kind</b></p> <p><b>Treat devices carefully</b></p>	<p><b>On site and apps allowed</b></p> <p><b>Report cyber bullying</b></p>
<p><b>Playground</b></p>	<p><b>Use equipment safely</b> <i>Be mindful of equipment &amp; playground purpose &amp; space</i></p> <p><b>Stay in designated areas</b> <i>Play within the age appropriate areas</i></p> <p><b>Keep hands and feet to self</b> <i>Playing in ways that prevent other from being hurt</i></p> <p><b>Follow rules</b> <i>Abide by playground rules</i></p>	<p><b>Be fair</b> <i>Share problem solving &amp; accept results</i></p> <p><b>Welcome and accept others</b> <i>Make new friends &amp; include others</i></p> <p><b>Have a positive attitude /action</b> <i>Use encouraging words and appropriate actions</i></p>	<p><b>Be a leader</b> <i>Be a positive role model</i></p> <p><b>Recognize misbehavior and bullying</b> <i>Know, identify, &amp; intervene when misbehavior occurs</i></p> <p><b>Move your body</b> <i>Reset your brain with movement</i></p>	<p><b>Take turns</b> <i>Be mindful of others waiting their turn</i></p> <p><b>Line up when whistle/signal</b> <i>It is important for school to stay on schedule</i></p>	<p><b>Wear proper clothing</b> <i>Plan &amp; dress for the weather</i></p> <p><b>Report bullying/misbehavior</b> <i>Tell an adult, tell an adult, tell an adult</i></p> <p><b>Keep track of your own belongings</b> <i>Bring all belongings inside with you</i></p>

# Flyers SOARR

<p><b>Transportation</b></p>	<p><b>Stay in your seat</b> <i>Arms, legs, body, in seat, facing forward</i></p> <p><b>Follow directions</b> <i>Abide by bus rules</i></p> <p><b>Stay out of bus danger zone</b></p> <p>????????????</p>	<p><b>Greetings</b> <i>Greet driver, say positive &amp; encouraging words</i></p>	<p><b>Use time wisely</b> <i>Engage in academic activities</i></p> <p><b>Be a leader</b> <i>Be a positive role model</i></p> <p><b>Recognize misbehavior and bullying</b> <i>Know, identify, &amp; intervene when misbehavior occurs</i></p>	<p><b>Be ready and on time</b> <i>It is important for the bus to stay on schedule</i></p> <p><b>Treat bus property respectfully</b> <i>Avoid damage &amp; graffiti to seats, windows, &amp; walls</i></p> <p><b>Follow adult directive</b> <i>Listen &amp; trust authority</i></p>	<p><b>Report misbehavior and bullying</b> <i>Tell an adult, tell an adult, tell an adult</i></p> <p><b>Keep track of your own belonging</b> <i>Use your backpack to store personal items</i></p> <p><b>Wear proper clothing</b> <i>Plan &amp; dress for the weather</i></p>
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# BAGLEY ELEMENTARY SCHOOL

**LEE FURUSETH**  
PRINCIPAL  
[lfuruseth@bagley.k12.mn.us](mailto:lfuruseth@bagley.k12.mn.us)

**DOREEN ZIERER**  
DEAN OF STUDENTS/ATHLETIC DIRECTOR  
[dzierer@bagley.k12.mn.us](mailto:dzierer@bagley.k12.mn.us)

202 BAGLEY AVE. NW • BAGLEY, MN 56621  
PHONE: (218) 694-6528

FAX: (218) 694-3450

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August \_\_\_\_\_, 2016

Dear Parents, Guardians, and/or Students,

Bagley Elementary School is dedicated to providing all students with an excellent education so that each child can succeed in school. To ensure your child's success, we have set high standards that are reflected in what is taught in our classrooms. In the coming school year we will look at multiple assessment measures that indicate how our school is succeeding, ensuring that we reach our goals of all children succeeding in school. Most notably will be the school's increased emphasis on the use of the STAR Assessment. More information regarding the STAR Assessment will be shared in other communications.

This year Bagley Elementary School has been designated as a Focus school. The designation is based on student performance data from 2014 that placed our school among the ten percent of schools making the largest contribution to the state's achievement gap.

The 2016-2017 school year will be the third year in a three-year process of school improvement. The planning for this process will be aimed at improving the performance of student groups within the school that are currently underperforming and contributing to the state's achievement gap. The implementation of Learning Targets, Interactive Notebooks/Journals, Curriculum Alignment, and Behavioral Matrix are four of the Focus interventions at the Bagley Elementary School. In order to accomplish this important work, we have put together a Focus Team, which includes a variety of stakeholders, including parents. Bagley Elementary has additional parent involvement teams, including the Title I/ADSIS/Early Childhood Advisory Committee. You are welcome to join these teams and can inquire about your involvement by calling Lee Furuseth at 218-694-6528.

Your engagement and support in your child's education is critical to his or her success. Contact your child's teacher(s) with how you can best support the work they are doing in the classroom. All staff email addresses and the school phone numbers are posted on our school's website. Bagley Elementary School will also be offering several activities for your participation in your child's education.

*For example:*

<b>Date</b>	<b>Elementary Events</b>	<b>Location and Details</b>
9/1/16	Open House	Bagley Elementary School
9/6/16	First Day of School	Bagley Elementary School
Monthly First Wed. of each month	Title IX Parent Meetings	Alternates between High School and Rice Lake
Quarterly	Accelerated Reader Awards	Small Gym, Grades K-5
9/13/16	Picture Day (Retake on Oct. 18)	Bagley Elementary School
10/4/16	Grades 5th and 6th Parent/Teacher Conferences	Bagley Elementary School
Quarterly	Title I/ADSIS/Early Childhood Parent Advisory Mtgs	Bagley Elementary School
11/17/16 and 11/18/16	Grades K-4 <sup>th</sup> . Parent/Teacher Conferences	Bagley Elementary School
12/8/16	Grades 5th and 6th Parent/Teacher Conferences	Bagley Elementary School
12/16/16	Holiday Concert	Elementary Big Gym. Kindergarten, 1 <sup>st</sup> and 2 <sup>nd</sup> Grades
January	Roller Skating/Fun Night	Bagley Elementary Big Gym and Cafeteria
2/23/17	Grades 5th and 6th Parent/Teacher Conferences	Bagley Elementary School
February	Roller Skating/Fun Night	Bagley Elementary Big Gym and Cafeteria
March	Observance of Dr Seuss' Birthday	Bagley Elementary School
3/23/17	Music Concert	Bagley Elementary Big Gym. Evening. 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Grades
March	Roller Skating and Fun Night/Book Fair	Bagley Elementary Big Gym, Cafeteria, and Library
4/6/17 and 4/7/17	Grades K-4 <sup>th</sup> . Parent/Teacher Conferences	Bagley Elementary School
4/27/17	Grades 5th and 6th Parent/Teacher Conferences	Bagley Elementary School
5/4/17	Kindergarten Round-up	Bagley Elementary School
May	Kindergarten End-of-the-Year Breakfast	Kindergarten Rooms and Cafeteria. Parents are invited.
May	Pastries for Parents	Bagley Elementary School. Parents are invited.
5/10/17 (back up 5/18/17)	Track and Field Day.	High School Track Complex
5/10/17 (back up 5/17/17)	Fitness is Fun	Bagley Elementary School
5/22/17	Music Concert 6 <sup>th</sup> Grade	Bagley High School Auditorium

We know not all parents can come to every event but you can still be engaged and support your child's education through steps like providing a quiet place for your child to do homework or read, limiting screen time, and talking with your student about school.

We are looking forward to a great year. Bagley Elementary School will have its annual Open House to inform parents about our programs, including Title I programs. The Open House is scheduled for Thursday, Sept. 1.

Questions, suggestions and further assistance, just call 218-694-6528.

Sincerely,

Lee Furuseth, Elementary Principal, Bagley Elementary School

**2016-2017**

**Pursuing Educational Excellence for All:**

**In partnership with parents and community, Bagley Public Schools will support, challenge and empower students to become responsible, productive citizens.**

A Letter from Lee Furuseth, K-6 Elementary Principal

Bagley Elementary School is dedicated to providing all students with an excellent education so that each child can succeed in school. To ensure your child's success, we have set high standards that are reflected in what is taught in our classrooms. The Bagley School District took the progressively innovative step of providing every student with a personal electronic device, which at the Bagley Elementary School is the form of an Ipad. Along with rich instructional approaches and first-rate curriculum, Bagley students will be able to engage in the educational process using the tools of the 21st century.

Paragraph about 1-to-1 Devices. Completed in July.

Paragraph about SOARR (Safe Optimistic Achiever Respectful Responsible). Completed in August.

In 2014-2015, Bagley Elementary School was designated as a Focus school. The designation is based on student performance data from the previous year. The 2015-2016 school year will be the second year in a three-year process of school improvement. The planning for this process will be aimed at improving the performance of student groups within the school, who are currently underperforming and contributing to the state's achievement gap. The implementation of Learning Targets and Interactive Notebooks/Journals are two of the Focus interventions at our school. In order to accomplish this important work, we have put together a Focus Team, which includes a variety of stakeholders, including parents. Bagley Elementary has additional parent involvement teams, including the Title I/ADSIS/Early Childhood Advisory Committee. You are welcome to join these teams and can inquire about your involvement by calling Lee Furuseth at 218-694-6528.

In the Student Handbook, near the back and in the appendix area you will find the Bagley Elementary School Parent Involvement Plan. Studying the plan will provide ways for being active in the education of your children.

The Title I/ADSIS/Early Childhood Team meets quarterly and is responsible for the distribution and collection of the Parent Survey. Ideas and suggestions gained from the survey have guided the Advisory Committee to establish 2015-2016 goals. The goals and implementation process will be shared with parents, students and the community at a series of school meetings during the Open House on August 27 and throughout the year.

Paragraph about the Student Survey.

Let this letter serve as an invitation to visit our school. Come to have lunch with your child, watch a program or share a special event. We know how important you are in your child's life; we hope that you will help us recognize how to guarantee his/her success.

INDEPENDENT SCHOOL DISTRICT 162 – BAGLEY	
District Office/Superintendent – Steve Cairns	694-6184
Elementary Office/Principal – office hours 7:00 a.m.-4:30 p.m.	694-6528
Jr./Sr. High School Office – office hours 7:00 a.m.-4:00 p.m.	694-3120
Community Education, Early Childhood Family Programs (ECFE, School Readiness, Early Childhood Screening)	694-3232
Head Start	694-3927
Transportation Director	694-6122
Home/School Interventionist (Elementary)	694-6528
Home/School Interventionist (High School)	694-3120
District Website	<a href="http://www.bagley.k12.mn.us">www.bagley.k12.mn.us</a>

## Bagley Elementary School List of Important Dates and Events

August 26	Teacher Workshop 8:00-3:30
August 27	Teacher Workshop 8:00-7:30 Paraprofessional Staff 12:30-7:30
	Open House 5:00-7:00
August 28	No School

September 1	Classes begin for students
September 4	Labor Day Weekend- <b>No School</b>
September 7	Labor Day- <b>No School</b>
September 15	Picture Day
September 21-25	Homecoming Week (Parade 2:30 Sept. 25 <sup>th</sup> )

October 6	Grades 5-12 Conferences 4:00-7:30PM
October 15-16	Fall Break (MEA Professional Days) – <b>No School</b>
October 20	Picture Retakes
October 30	End of Quarter 1

November 13	Conference Exchange Day – <b>No School</b>
November 19	Grades K-4 Conferences 3:30-7:30
November 20	Grades K-4 Conferences 8:00-3:30
November 20	<b>No School</b> - Staff Development day for teachers
November 26-27	Thanksgiving Vacation – <b>No School</b>

December 15	Grades 5-12 Conferences 4:00-7:30
December 23	Last Day of School for students before Christmas vacation
Dec. 24-Jan. 3	Break

January 4	Classes resume
January 15	End of Quarter 2
January 18	<b>No School</b> -Staff Development day for teachers
January-March	Rollerskating (Dates to be announced)

February 12	Conference Exchange Day - <b>No School</b>
February 15	President's Day - <b>No School</b>
February 23	Grades 5-12 Conferences 4:00-7:30

Early March	Scholastic Book Fair
March 18	End of Quarter 3
March 21	<b>No School</b> - Staff Development day for teachers
March 25	<b>No School</b> - Spring Break
March 28	Possible Emergency Day 1- <b>No School</b>

April	Book Bingo
April 7	Grades K-4 Conferences 3:30-7:30
April 8	Grades K-4 Conferences 8:00-3:30
Late March-April	MCA testing grades 3-6
April 21	Grades 5-12 Conferences 4:00-7:30

May 5	Kindergarten Round Up
May 13	Possible Emergency Day 2 – <b>No School</b>
May 20	Possible Emergency Day 3 – <b>No School</b>
May 26	Last Day of Classes
May 27	Graduation 7:30PM

This calendar contains three emergency/snow days. School will not be in session on these three days unless we have to make-up the emergency/snow days:

- Emergency Day: #1: March 28  
 #2: May 13  
 #3: May 20

## SCHOOL BOARD MEMBERS

~~Darcie Kaiser~~  
~~38568 County 2~~  
~~Shevlin, MN 56676~~

LeAnn Agnes  
21151 400<sup>th</sup> St.  
Bagley, MN 56621

Kathy Clark  
29091 County Road 7  
Bagley, MN 56621

Amy Fontaine  
907 Main Avenue N  
Bagley, MN 56621

Toby Anderson  
20642 220<sup>th</sup> St.  
Bagley, MN 56621

Wendy Fultz  
17202 Mosquito Creek Road  
Bagley, MN 56621

Adam Broden  
18274 300<sup>th</sup> Street  
Bagley, MN 56621

## “FLYERS” SCHOOL SONG

(To The Tune of Anchors Aweigh)

Onward Maroon and Gold

Onward to Fame

We never taste defeat, so Flyers win this game

Rah! Rah! Rah!

Roll out the score, Bagley,

Fight to the end

Stop (opponent's name), in their tracks

And crush the (opponent's name)

Crush the (opponent's name) team.

(Band plays) FIGHT!

(Band plays) FIGHT!

Yea, Bagley, fight team fight!

Yea, Bagley, fight team fight!

We never taste defeat, so Flyers win this game

Rah! Rah! Rah!

Roll out the score, Bagley,

Fight to the end

Stop (opponent's name) in their tracks

And crush the (opponent's name)

Crush the (opponent's name) team.

B-A-G-L-E-Y! YEA, BAGLEY!

## ELEMENTARY SCHOOL STAFF

### KINDERGARTEN

Blumhagen, Randie  
Brovold, Susie  
Melander, Julie  
Muller, CeeGee

### GRADE 1

Carlson, Alyssa

Gerbracht, Kari  
Kilnhammer, Sarah  
Rusten, Kristi

### GRADE 2

Larson, Mike  
Larson, Sarah  
Schwegel, Sarah

Tramm, Sara

### GRADE 3

Gray, Kalie  
Julin, Lois  
Melbo, JaNelle  
Vivier, Suzanne

**GRADE 4**

Agnew, Lori  
 Dahl, Cassie  
 Nelson, Melanie  
 Nordlund, Ashley

**GRADE 5**

Dunn, Teresa  
 Larson, Pete  
 Loehlein, Richard

**GRADE 6**

Cage, Matt  
 Jodock, Vanessa  
 Sorgaard, Amanda

**PARAPROFESSIONALS**

Chesley, Bonnie  
 Derheim, Nicole  
 Goodwin, Stacey  
 Knutson, Michelle  
 Larson, Heidi  
 Ranisate, Debra  
 Schuppert, Krystal  
 Seed, Annette  
 Strom, Tyler  
 Swenson, Jessica  
 Syverson, Candy

**READING/TITLE**

Minske, Sheri  
 Strandlien, Terri

**PHY-ED**

Carstens, Darin  
 Higgins, Tom

**MUSIC**

Gunderson, Josh  
 Rerick, Charles

**SLD**

Knutson, Terri (Para)  
 Lee, Amy (Para)  
 Mayer, Colleen  
 Musselman, Christine  
 Paulson, Julie  
 Sloan, Kathi

**EBD**

Christensen, Tammy (Para)  
 Foldoe, Mary (Para)  
 Halverson, Rebecca  
 Okeson, Kristi (Para)

**MULTI-NEEDS**

Caspers, Lindy (Para)  
 Curran, Marion (Para)  
 Ehlers, Karla (Para)  
 Higginbotham, Sue  
 Klostermeier, Lori (Para)  
 Stinar, Betty (Para)

**ASD**

Kaiser, Misten (Para)  
 Kietzman, Dannon  
 Mathison, Jessica (Para)  
 Bahr, Crystal (Para)

**SPEECH**

Harrington, Terri

**TECHNOLOGY COORDINATOR**

Norden, Casey

**TECHNOLOGY INTEGRATIONIST**

Dukek, Brenda  
 Hanse, Kim (Para)

**DISTRICT ASSESMENT COORDINATOR**

Julin, Emily

**ECSE**

Bellefy, Lisa (Para)  
 McLean, Dawn  
 St. Michael, Rachel

**ECFE/SCHOOL READINESS**

Anderson, Stephanie  
 Lundmark, Amanda (Para)  
 Hagen, Chris  
 Walker, Arika

**HEADSTART**

Dyrdahl, Jenna  
 Nisley, Judy (Para)

**READING INTERVENTIONIST**

Paulson, Julie  
 Sloan, Kathi  
 Conger, Kathy (Early Childhood Screening Coordinator)

**SCHOOL/HOME INTERVENTIONIST**

Ronning, Deb  
 Strandlien, Heather

**TRUANCY TRACKER**

Schermerhorn, Belinda

**SCHOOL HEALTH PARAS**

Nelson, Ashley

**TRANSPORTATION DIRECTOR**

Edman, Aaron

**CUSTODIAN MANAGER**

Lavine, Dan/McCollum, Ron

**COOK/MANAGER**

Christensen, Terri

**COMMUNITY EDUCATION**

Gebhardt, Keith

**ADMINISTRATIVE TEAM: SUPERINTENDENT'S OFFICE**

Cairns, Steve (Superintendent)  
 Gerbracht, Angie (Payroll)  
 Hecht, Jennifer (Secretary)  
 Decker, Dave (Accountant)

**ELEMENTARY OFFICE**

Boe, Dixie (Secretary)  
 Furuseth, Lee (Principal)  
 Johnson, Tammy (Secretary)  
 Zierer, Doreen (Dean of Students/Athletic Director)

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### Bagley Elementary School Supply List 2015-2016

#### **Kindergarten:**

**ALL:** Please label ONLY the backpack with your child's name  
1 backpack (without wheels)  
2 plastic folders (only 1 for Melander and Brovold)  
4 black dry erase markers (not Melander)  
4 boxes of 24 count Crayons (not Melander)  
1 or 2 boxes of Kleenex  
1 pkg. of 24 sharpened colored pencils (not Melander)  
1 box of 12 pencils (not Melander)  
18-24 glue sticks

#### **Grade 1:**

**Following items labeled with your child's name**  
1 backpack (no wheels)  
2 1-inch 3-ring binders with inside pockets on front and back  
2 pkgs. of at least 24 Crayons  
1 pkg. each of fine and regular Classic Colors washable markers  
1 pkg. colored pencils-sharpened  
1 pair blunt-tipped scissors  
1 clear Rubbermaid tote (shoebox size with cover)  
1 regular snap lid pencil box

1 pkg. of Crayola washable markers (fat or thin)  
1 pkg. baby wipes  
1 hand held pencil sharpener (not Melander)  
Optional...(headphones for technology class)  
In addition each class will need to bring the following..

**Mrs. Brovoid-**

1 1-inch 3 ring binder  
1 3-ringed mesh zippered pencil pouch  
1 box of Ziploc Sandwich baggies

**Mrs. Blumhagen-**

1 1-inch 3 ring binder  
1 3-ringed mesh zippered pencil pouch  
1 box Ziploc Gallon size baggies  
1 bottle Elmer's glue

**Ms. Melander**

1 box Ziploc Gallon sized baggies

**Mrs. Muller**

1 1-inch 3 ring binder  
1 3-ringed mesh zippered pencil pouch  
1 bottle Elmer's glue  
1 box Ziploc Gallon size baggies

**Grade 2:**

**Please label with child's name**

1 backpack (no wheels)  
6 spiral notebooks  
1 - 12" ruler  
3 2 pocket folders (1 each) (red, blue, yellow)  
2 pkgs. 24 Crayons  
1 pkg Crayola markers  
2 1" 3-ring binders with pockets  
1 Ziploc baggie labeled with the student name including:  
20 pennies, 5 nickels, 10 dimes, 4 quarters, 1 dollar bill  
1 dry eraser  
pencil box  
1 scissors

**Please do NOT label these items:**

1 box Kleenex  
1 container disinfecting wipes (Lysol)  
1 pkg. of 4 dry erase markers  
12 glue sticks  
1 water color set  
1 bottle of liquid glue (Gr. 2 continued on other side)

**(Grade 2)**

3 dozen # 2 pencils-sharpened  
1 container of pencil top erasers  
\$ 1.00 for agenda  
\$ 5.00 for Classroom parties  
Optional...(headphones for technology class)

**M.Larson's class**

Post it notes  
Snack size Ziploc baggies

**Tramm's class**

Post it notes

1 mesh pencil pouch with 3 holes to fit in 3-ring binder  
1 small pencil sharpener with cover  
1 large flat eraser  
1 bottle Elmer's glue  
4 dry erase markers-black only  
2 plastic/heavy duty 2 pocket folders with the prongs in the middle (yellow & green)

**Following items do not need to be labeled with child's name**

1 box of Kleenex  
4 dozen pencils (one dozen for each quarter) recommended  
DIXON TICONDEROGA  
24 at least Elmer's Glue sticks (6 for each quarter)  
2 pkgs. 3"x 5" index cards  
Last name (A-M)-1 pkg. sandwich size Ziplocs/(N-Z)-1 pkg.  
gallon size Ziplocs  
\$1.00 for agenda  
\$5.00 for Holiday Party Money (can pay now or later)  
Optional...(headphones for technology class)  
In addition..

**Carlson's Class**

1 pkg. of small paper plates

**Gerbracht's Class**

1 mesh pencil pouch with 3 holes to fit in 3-ring binder  
5 wide-ruled 70 page notebooks in red, yellow, green, blue, purple  
1 yellow highlighter  
1 ruler  
1 extra pencil box  
1 composition notebook  
1 package of napkins

**Klinkhammer's Class**

( 1 or 2) packages of coffee filters

**Rusten's Class**

2 wide-ruled 70 page notebooks in yellow and blue  
1 package of Styrofoam cups  
1 composition notebook

1

**Grade 4:**

1 backpack (no wheels)  
1 pkg, Crayons  
2 boxes colored pencils  
1 pkg. of Crayola Markers  
2 dozen pencils  
2 thin black permanent markers  
2-4 low odor Expo markers  
6 glue sticks  
1 scissors

Sandwich size baggies

**S. Larson's Class**

Index Cards

Gallon size baggies

**Schweigel's class**

Index Cards

Small paper plates

**Grade 3:**

1 backpack (no wheels)

3 dozen pencils (*and as needed*)

3 single-subject wide-ruled spiral notebooks

5 solid-color pocket folders

1 12-inch non-flexible ruler (in. and Cm.)

8 glue sticks

1 bottle Elmer's Glue

2 pkg. of colored pencils

2 boxes of 24 Crayons

2 boxes of Crayola Washable markers

2 school scissors

2 **yellow** highlighters

1 large flat pink eraser

4 dry erase markers (red, blue, black, green)

1 pencil box

2 1" hard 3-ring binders with pockets on inside cover

2 boxes Kleenex

1 box sandwich size Ziploc baggies

\$4.00 for Class parties all year

\$1.00 for agenda

Optional...(headphones for technology class)

**Grade 5:**

3 glue sticks

3 dozen pencils (no mechanical)

5 notebooks

2 scissors

2 boxes colored pencils

5 folders

2 (4)pack dry erase markers

2 boxes Kleenex

1 pencil box (no pouches)

liquid glue one bottle

pencil top erasers

2 personal pencil sharpeners

\$4.00 to cover project supplies

\$1.00 for agenda

Optional...(headphones for technology class)

pencil sharpener with lid

1 highlighter

2 pkg. regular sized post it notes

1 composition notebook

3 spiral notebooks

3 folders

pencil box

1-1 inch binder with front sleeve

2 boxes Kleenex

Ziploc baggies (optional)

\$1.00 for agenda

\$4.00 for Class parties

Optional...(headphones for technology Class)

**Grade 6:**

Dry erase markers pkg. of 4

Highlighters ( pkg. of 4 )

4 dozen pencils

erasers

scissors

pencil sharpener

3 notebooks spiral

3 folders

colored pencils

markers

2 glue sticks

2 boxes Kleenex

metric/standard ruler

Pens (3 colors) red, blue, & black

\$1.00 for agenda

\$4.00 for project supplies

Quality headphones for Technology Class (They will be used often)

**Grade 5 continued**

**Loehlein's Class**

1 box quart size Ziploc baggies

Post it notes 2x2 5 pack

Measuring Cup set (for math)

Measuring spoon set (for math)

**Dunn's Class**

1 box gallon size Ziploc baggies

Post it notes 1x1 5 pack

**Larson's Class**

1 box sandwich size Ziploc baggies

Post it notes 2x2 5 pack

**BAGLEY ELEMENTARY MISSION, VISION & BELIEF STATEMENT**

**Bagley Elementary School Mission:** Bagley Elementary School will be an active partner in every learner's quest for social and academic excellence.

**Vision:** Bagley Elementary School empowers students to become critical and independent thinkers by establishing high

expectations for personal, social, and academic growth.

Our Beliefs:

- \* All learning styles must be recognized and respected.
- \* The development of one's character is as important as one's mind.
- \* Shared leadership, communication, and commitment are essential components of an effective school.
- \* Successful learners are motivated and accountable.
- \* Students should be challenged and encouraged.
- \* Students should feel cared for and supported as part of our classroom and school community.
- \* Students should have access to current educational resources, technology, and BEST practice teaching strategies.
- \* Parents/guardians are valued partners in his/her child's education.

PLEDGE OF ALLEGIANCE POLICY

The School Board of Education of ISD #162 recognizes the need to provide instruction in proper etiquette, display, and respect of the United States Flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises. *\*For detailed information regarding School District Policy #531, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

**I pledge Allegiance to the flag  
of the United State of America  
and to the republic for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all.**

NOTICE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following action:

1. Personally contact the individual who is directly involved.
2. If you are unable to resolve the problem by contacting the individual directly involved, please contact the appropriate principal or supervisor.
3. If you feel the problem still has not been resolved, contact the Superintendent of Schools.
4. If the problem is not resolved after meeting with the Superintendent, you may request a meeting with the appropriate Board of Education committee.
5. In the event that you feel the problem has not been resolved, you are invited to address your concerns to the full Board of Education for final resolution.

**I INTRODUCTORY INFORMATION**

ACCESSING THE BAGLEY DISTRICT SCHOOL WEBSITE:

To access the school website go to [www.bagley.k12.mn.us](http://www.bagley.k12.mn.us). To access School District Board Policies go to the menu on left side of the page. Open Board of Education. Open Board Policies and Procedures. Select Policy Manual from the menu. Parents are encouraged to use the website to contact staff via email, pay bills via PaySchools, check on dates and times of community/sporting events, concerts, parent activity events, and check on student attendance and grades on the **Synergy Parentvue**.

AFTER SCHOOL ACTIVITIES

A variety of after school activities are conducted throughout the year. These may include tutoring, specialized clubs or sports through Community Ed. or the elementary building. Parental permission is required to participate in these activities. Students

must remain with the instructor/coach at all times. School rules remain in effect after school and on school grounds. Parents must pickup their child at the appointed time.

#### ADMISSION to MSHSL (activity passes)

BES Student Pass-\$25 (new pass)-grade 3 and above. 2<sup>nd</sup> grade and younger no charge.

Family Pass- \$75

Individual Pass-\$50

Senior Citizen Pass (65 or older)- \$35

Staff Individual-\$25

Staff Member Family Pass-\$50

Adults-Individual Game Admission-\$6

Student/Seniors-Individual Game Admission-\$4

**These activity passes are for admission to MSHSL sponsored sports (not including tournaments). Passes are available at the Bagley High School Office.**

#### AGENDAS

All students in grades 1-6 will need a daily agenda. The agendas are used daily to assist the student with organization and communication between teachers and parents. Students are expected to bring agendas home daily for parents to read and sign. Because of rising costs, we are asking for \$1.00 per student in grades 1-6 to help pay for these important communication tools. Please send or give \$1.00 to the classroom teacher when school begins but no later than Sept. 15<sup>th</sup>. A replacement fee of \$5 will be charged for lost agendas. Thanks you for your help!

#### ASSEMBLIES

Each year programs are presented to the student body. They are intended to enrich, entertain and educate our students. In addition, assemblies will be used to acknowledge student achievement.

#### BICYCLES

Children may ride bicycles to school, but are not to ride during school hours. Bicycles are to be walked across intersections and parked in the bicycle rack, locked and left there during the day.

#### BIRTHDAY TREATS

Birthday treats may be sent to school to celebrate your child's birthday. All treats MUST be store purchased. There will be no homemade treats allowed for safety reasons.

#### CHANGE OF FAMILY INFORMATION

If your family has a change in address, phone number, number of children in family, marital status, custodial/parental rights, or other pertinent information, please notify the school office as soon as possible so records may be kept current.

#### CONFERENCES/REPORT CARDS

Conferences (K-4<sup>th</sup> grades) are scheduled two times each year. Information (time/day) will be sent home with your child prior to the conferences. If you would like a conference at another time during the school year, please contact your child's teacher. Quarterly report cards are sent home.

Conferences (5-6) are scheduled four times each year and at the mid-quarter. Conferences are open schedule, with parents and teachers conferencing as seats and times become available. Quarterly report cards are sent home.

CRIMINAL BACKGROUND HISTORY Bagley Public Schools will seek a criminal background history for all parents/guardians/other volunteers who are volunteering to work with students either in school or outside of school. Examples when used would be frequent volunteering at school or on any field trip or overnight field/study trip chaperoning.

#### CUMULATIVE RECORDS

School records are kept on each child for his/her entire school career. The cumulative folder contains such items as copies of report cards, birth certificates, and standardized test results. These records are confidential. Access to records is limited to school employees and parents. Parent permission must be obtained to release these records to another party. If you wish to see your child's records, please contact the elementary office.

## DAMAGE TO SCHOOL PROPERTY

Any child who breaks, loses, steals or damages school property will be expected to pay for the damages.

## DIRECTORY INFORMATION

Directory information is information contained in a student education record, which would not generally be considered harmful or an invasion of privacy if disclosed. Students (parents) must request within 30 days of their first attendance day if they do not want the following information published or disclosed to public service agencies, non-profit agencies, the media and school publications and technology: name, address, telephone listing, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full or part-time), participation in officially recognized activities and sports, weight and height of athletic team members, pictures, and awards received, the most recent educational agency or institution attended, and parents' name, address, and telephone number. This information may be disclosed to public service agencies, non-profit associations, the local newspaper and radio stations and school publications (paper and electronic).

*For detailed information regarding School District Policy #515, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

## ENERGY DRINKS

For health and safety reasons Bagley Elementary School has banned the consumption/possession of high-energy drinks on campus. These energy drinks include but are not limited to; Full Throttle, Monster, Amp, Rockstar, Redline, Red Bull, etc. Students violating this will have the drink taken away from them and not returned. Repeat offenders will be subject to other disciplinary measures.

## INSURANCE/ACCIDENTS

Independent School District #162 does not carry insurance on students. If students and their parents want insurance coverage, a variety of insurance plans are available for which the parent are required purchase. Application forms for insurance may be secured in the elementary office.

## LOST AND FOUND

Please mark your youngster's name on boots, shoes, hats, scarves, mittens, coat or other personal items, so we can return them if they are found. Lost and found articles will be located in the halls during scheduled conference times.

## PARENT DROP OFF

Parents may walk their children to their classroom (or lunchroom) to drop them off between the hours of 8:00 and 8:20. Parents will need to leave the building by 8:20 so the school day is able to begin.

## PARENT PICK- UP (North Cafeteria Door-Near Playground)

Students who have a pass may be picked -up at the North Cafeteria Door near the playground at 2:50 p.m. On Wednesdays the pick-up time is at 2:20PM.

## PETS IN SCHOOL

Family pets are not allowed on school grounds or in classrooms at Bagley Elementary. The factors that led to this position include unpredictable animal behavior, allergies, asthma and diseases such as rabies. Photos or videotapes of pets are an acceptable method of sharing a family pet.

## PASSES/LEAVING SCHOOL EARLY

Please contact the Elementary Office if you intend to pick your child up from school early. When it is necessary to make a change in the way your child comes home from school, **parents must send a note requesting the change.** In **emergency situations only, parents may call before 2:00 p.m.** to notify the office of changes to their child's departure plans. Verification of caller will be required. Phone calls made after 2:00 p.m. may not be able to have enough time for communication to classrooms. This will be especially true on Wednesdays. On Wednesdays the dismissal time will be 30 minutes early so phone calls need to be no later than 1:30PM.

## SCHOOL CLOSING NOTICE/EMERGENCY CLOSING

In the event of extreme weather conditions or emergency circumstances, school may be closed by the Superintendent. Official announcements will be made with our school's automated calling system as well as over the following radio stations: Bemidji Radio Stations; KBHP (FM 101.1/FM 95.5), KKBK (FM 103.7/FM 98.3), KBUN (AM 1450) and Bagley/Fosston Radio Station FM 96.7 and FM 107.1. Notice will also be given on Bagley Cable TV Channel 5. It is essential that you discuss with your children what they should do in the event school is closed early.

## SCHOOL DAY/TIME

Teachers will be in their classrooms ready to welcome students by 8:20 a.m. School for children begins at 8:25 a.m. Students will go directly to recess or breakfast when off the bus or dropped off at school, between 8:00 a.m. and 8:20 a.m. Students should be headed towards the classroom by 8:20 a.m.

Children within walking distance are encouraged to arrive at school not more than **10 minutes** before school starts. If your child must arrive at school early, due to parent/guardian work schedule, the large gymnasium is supervised from 7:30-8:00 a.m. Breakfast is available in the cafeteria beginning at 8:00 a.m. The south cafeteria door will be open at 7:30 a.m. and the west door will open at 8:00 a.m. Students arriving at school between 8:25 and 9:15 a.m. will be recorded as tardy. Those arriving between 9:16 a.m. and 2:00 p.m. will be recorded as ½ day absent and those arriving after 2:00 p.m. will be recorded as one day absent.

### Mondays, Tuesdays, Thursdays and Fridays

Dismissal time for grades K-3 will be at 2:45 p.m. and grades 4-5 will be at 2:50 p.m. and grade 6, 2:55 p.m. with school bus departure at 3:00 p.m.

### Wednesday Early Out

Dismissal time for grades K-3 will be at 2:15 p.m. and grades 4-5 will be at 2:20 p.m. and grade 6, 2:25 p.m. with school bus departure at 2:32 p.m.

## SCHOOL GUESTS

Students are not allowed to bring friends, cousins, siblings, etc., to school during school hours.

## SCHOOL PICTURES

School pictures are taken in the fall. An elementary yearbook will be sold during the school year and will be handed out in the spring. Information will be sent to families regarding dates and costs of pictures and yearbooks.

## VISITORS/VOLUNTEERS

Parents/guardians/visitors are encouraged to visit their child's classroom during a pre-arranged meeting or regular volunteer time. Parents must contact the teacher to set up this visitation time. If a parent or guardian needs to drop off an item for the child or classroom, we will accept the item(s) in the office and get it to the child in a timely manner. Our goal is to reduce the number of classroom interruptions and teaching time.

## **II PRE-SCHOOL INFORMATION**

### ENTRANCE AGE

Students may enroll at Bagley Elementary School provided they are at least five (5) years old on September 1<sup>st</sup> for kindergarten or at least six (6) years of age for first grade. *\*For detailed information regarding School District Policy #640, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### PRESCHOOL INFORMATION

We encourage parents to participate in the Preschool Screening Program for three and four year olds. We also encourage a physical examination before entering kindergarten. The proper forms will be distributed to enrolling kindergartners. A kindergarten roundup will be held in the spring of each year for the purpose of giving out information and registering prospective students.

## **III ATTENDANCE**

### STUDENT ATTENDANCE

The School Board believes that regular school attendance is directly related to success in academic work, benefits students socially and provides opportunities for important communications between teachers and students. It is the responsibility of the parent or guardian to ensure the students school attendance; to inform the school when there is an absence; and to work cooperatively with the school to solve any attendance problems that may arise. *\*For detailed information regarding School District Policy #503, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

Please note below the categories for excused/unexcused absences, which will be in effect for this school year. Special cases will be reviewed individually.

**Excused**

Illness, dental  
Family/close relative’s death  
Family emergency  
Family trips  
Religious activities  
Lice up to 48 hours  
Court appearance  
Emergency disaster conditions  
School sponsored outing  
Active duty of military branch  
Removal of student per suspension  
Ongoing medical treatment of student

**Unexcused**

Medical absence without confirmation by parent or guardian/doctor  
Lice beyond 48 hours  
Missing the bus  
Working at home  
Shopping/hair cut  
Car troubles  
Baby-sitting  
Any other absence not included under the attendance procedures set out in this policy

**DEER HUNTING ABSENCES**

If your child will be absent for deer hunting, it is required that the elementary office gets advanced notice of the days to be missed. Students will be allowed two excused days for absences for deer hunting.

**MILITARY-CONNECTED STUDENT ABSENCES**

Bagley School District has adopted a new policy which allows additional excused absences for students who have a parent/legal guardian who has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting. Any extra days will be decided upon at the discretion of the Superintendent or designee.

**ATTENDANCE REVIEW TEAM**

The Attendance Review Team will meet on a regular basis to monitor student attendance and will make referral to the Truancy Tracker Program as appropriate. Our school may request health provider documentation after three or more consecutive days or when absences become excessive or at any time that the Attendance Review Team deems necessary.

A perfect attendance record is commendable, but should not be sought at the expense of the child’s health. If your child has had a fever or has been vomiting within the past 24 hours, please keep your child at home for an additional day. Special exceptions may be made for family trips, medical appointments, etc. Please notify the Elementary Office if leaving on an extended trip.

**TRUANCY**

Pursuant to state laws and regulations, students shall be in attendance each day that school is in session. Truancy, for purposes of this policy, is the absenting of one’s self from school or class without the approval of the school. Bagley Schools will process all truancy in accordance to Minnesota Law (Minn. Statute 260A) and/or the White Earth Band of Chippewa Tribal Juvenile Justice Code. Parents of children 7 years and older will be notified by mail after three days of truancy. Parents and the appropriate county/tribal authorities will be notified of habitual truancy after seven days of truancy. Truancy reporting is based on cumulative days of truancy during any one school year. *\*For detailed information regarding School District Policy #503, please go to the school website or request a copy from the Elementary or Superintendent’s Office.*

**WITHDRAWALS FROM SCHOOL**

If you are moving out of town, please notify the Elementary Office as soon as possible to allow the secretaries to prepare transfer records and to notify the classroom teacher and administration.

**ENROLLING TO THE SCHOOL**

If you are moving into the school district and intending to enroll a child in school, or if you are transferring a student through Open Enrollment; it is best to notify the District Office in advance of the move/transfer. Elementary Office staff will send for a transfer of records and the enrollment process can be completed as soon as the records have arrived at the school. It is a requirement that all transfer of records and the enrollment process be completed prior to a student attending classes.

**IV ACADEMICS/INSTRUCTION**

**ACCELERATED READING/MATH**

Accelerated Reader/Math is a part of Bagley Elementary School's program. Students take diagnostic tests to determine reading/math levels and are assigned point goals based on their individual level and their past history. Students meet these goals by reading AR books or math exercises and passing computer quizzes to earn points.

### ALTERNATIVE INSTRUCTION/PARENT REVIEW/REQUEST

Parents may request to review the contents of curriculum and/or materials. To request materials, contact the Bagley Elementary Office at the address/phone number(s) provided in the staff directory. Also, "if the parent, guardian, or adult student objects to the content, parents can '... make reasonable arrangements' with school personnel (Teacher/Principal) for 'alternative instruction.'" Finally, "Alternative instruction (consistent with Minnesota /law) may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student." "School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work." Minn. Stat. 120B.20.

### PARENT/TEACHER INVOLVEMENT PLAN

Research overwhelmingly demonstrates that parent/family/community involvement in children's learning is positively related to academic achievement. There are strong indications that the most effective forms of parent involvement are those, which engage parents and families working directly with their children on learning activities in the home or at school. A child's first and most influential teachers are their parents. Independent School District 162 supports this research, encouraging parents, families and community members to get involved with our school, and develop an active partnership which works toward continued improvement in our educational programming.

### FIELD/STUDY TRIPS

Field or Study trips may be offered to supplement student learning. There may be costs for these field trips including admission fees/transportation costs or other costs of this field/study trip. Only students in the particular classroom/grade-level at Bagley Elementary will be allowed to attend the trip. In order to be a chaperone for a field trip of any type, one must be at least 18 years of age and will have passed the criminal background history check. At the beginning of the school year, parents are asked to sign an inclusive permission slip for local places, usually within walking distance. You will receive a permission slip for all other field trips. Parents must pick students up at school if a permission slip was not returned. Siblings will not be allowed on study trips. A mileage fee will be assessed for all trips outside the boundaries of the school district at a rate of \$2.00 per mile, not to exceed \$15.00 per student. Parents will be notified of the total cost of the trip, including admission fees and other costs by the classroom teacher.

### HOMEBOUND INSTRUCTION

Homebound excused absences may be provided when medical reasons prevent a student from regular school attendance. In order to qualify for homebound, students must:

1. Be ill for five consecutive school days or longer
2. Submit homebound forms within 10 school days after returning to school. Forms are available in the High School counseling office.
3. If the above provisions are met, students may request a homebound instructor or after school tutor.

Other absences including illness will be deducted from days allowed under the regular attendance policy.

### HOMELESS EDUCATION

To raise awareness among district personnel and community agencies, programs to address problems associated with homelessness are available through the school district. Educational rights of families and youth experiencing homelessness are addressed during public open houses, school communications and staff meeting opportunities. For more information, please contact the Bagley Elementary or High School Office.

### HOMEWORK

Occasionally, special assignments will be given to a child for review or reinforcement of classroom learning. All homework should be finished and returned in by the due date. Students who are absent for any reason are expected to complete and hand in all makeup work. Communication with parents regarding homework will be accomplished using the agenda in grades 1-6.

## MEDIA CENTER

The media center has a significant part to play in the total education program of the school. In addition to serving as a source from which students and teacher may draw for reference materials to supplement classroom materials, the media center provides a broad reading experience. The Media Center plays a central role in our Accelerated Reader program. Students are encouraged to check out library materials, during both class and individual time. Instruction is also given in library protocol, which includes the care and use of books, the use of the card catalog, book arrangements and the use of reference materials. No fines are charged for overdue books, but children are expected to return books promptly. Charges will be made for damages to or loss of a book.

## NON-DISCRIMINATION STATEMENT

Bagley Independent School District 162 does not discriminate on the basis of sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, marital status, or age.

## ONLINE PARENTVUE/STUDENT VUE-SYNERGY

BES has a new online student management system, Synergy, which allows parents and students to view most data related to school, including but not limited to the following: attendance, behavior, assignments, grades, school and district information. Setting up an account is an annual activity so parents will need an email address to set up an account. Contact the Elementary Office for instruction on how to create an account.

## PROJECT LEAD THE WAY

We are very excited to introduce the implementation of a new technology-based curriculum called Gateway To Technology. This program will be integrated into sixth grade science during the 2007-08 school year. In addition, GTT will be offered in the junior high and continue on to Project Lead the Way Curriculum at the high school level. We expect this will open the door to many new career paths for our children.

## REPORT CARDS/GRADING SCALES

### Kindergarten and First Grades

E=(Exceeds) above 90%  
M=(Meets) 80-89%  
I=(In Progress) 70-79%  
N=(Needs Improvement Below 69%)

### Second First Grade Through Sixth Grade

A=90%+ (A-=90-93)  
B=80-89%+ (B+=87-89, B-=80-83)  
C=70-79%+ (C+=77-79, C-=70-73)  
D=60-69% (D+=67-69, D-=60-63)

F=50% and Below  
NA=Not Applicable

### Specialists and Work Habits

O=Outstanding  
S=Satisfactory  
U=Unsatisfactory  
NA=Not Assessed

### Book Level Key by Quarter

Kindergarten 1<sup>st</sup> Quarter=NA, 2<sup>nd</sup> Quarter=2, 3<sup>rd</sup> Quarter=3, 4<sup>th</sup> Quarter=4  
First Grade 1<sup>st</sup> Quarter= 5, 2<sup>nd</sup> Quarter=8, 3<sup>rd</sup> Quarter=12, 4<sup>th</sup> Quarter=16-18  
Second Grade 1<sup>st</sup> Quarter=20, 2<sup>nd</sup> Quarter=23, 3<sup>rd</sup> Quarter=25, 4<sup>th</sup> Quarter=28

## REPORT CARD/SUBJECTS AND SUB-STRANDS

Language Arts:  
Phonemic Awareness: (K)

Phonics/Alphabetic Principal: (K,1,2,3,4 as needed)  
High Frequency Words/Vocabulary: (K-6)  
Fluency/Accuracy: (K,1,2,3,4,5 as needed)  
Comprehension: (K-6)  
Writing: (K-6)  
Book Level: (K-2)

Math:

Numbers and Operations: (K-6) and MN State Standards and benchmarks  
Algebra: (K-6) and MN State Standards and benchmarks  
Geometry and measurement: (K-6) and MN State Standards and benchmarks  
Data: (K-6) and MN State Standards and benchmarks

Science (STEM) with sub-strands and MN State Standards and benchmarks

Social Studies with sub-strands and MN State Standards and benchmarks

Specials:

Gym  
Music  
Technology

### SAFETY PROCEDURE: LOWERING CURTAIN IN GYM

Prior to the lowering/raising of the curtain/divider, located in the large gym, an identifying signal, which is a whistle, will be sounded. All students will be directed to a safe area and will remain seated until the curtain is completely lowered or raised.

### SCHOOL SUPPLIES

Textbooks and other academic materials are furnished by the School District free of charge on the assumption that they will be given reasonable care. Students in grades K-6 will be expected to furnish the items listed on the school supply list in this handbook. A student will be charged for lost or damaged books and agendas.

### SECTION 504 STATEMENT

Section 504 of the Rehabilitation Act of 1973 prohibits the discrimination against persons with a handicap in any programs receiving financial assistance. The act defines a person with a handicap as anyone who:

- Has a mental or physical impairment, which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
- Is regarded as having such impairment.

It is the policy of the Bagley Public Schools not to discriminate on the basis of handicap, in admission or access to, or treatment or employment in, its programs and activities. *\*For detailed information regarding School District Policy #640, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### Section 504 Coordinators

For questions regarding 504 plans, please contact:  
Elementary – Lee Furuseth (218) 694-6528  
High School – Helen Kennedy (218) 694-3120

### SPECIAL NEEDS PROGRAMS

Students who meet the criteria for special education are provided the support necessary according to the severity and category of the disability. Special needs programs available include: Emotional Behavioral Disorders; Autism Spectrum Disorders; Developmental Cognitive Delays; Specific Learning Disabilities; and Speech/Language services.

## TESTING PROGRAMS

Bagley Elementary evaluates student academic progress using a variety of assessments during the school year. Standardized tests we administer include: the Minnesota comprehensive Assessment II (MCA-II) and the Northwest Evaluation and Assessment/Measures of Academic Progress (MAP). In addition, we use the STAR Reading, STAR Math and the STAR Early Literacy tests to monitor progress. The following chart shows each test and when it is used:

<b>Test</b>	<b>When Administered</b>	<b>Comments</b>
MCA-II & III	Fall, Winter, Spring	Mandated by the State for grades 3-6
NWEA/MAP	Fall, Winter and Spring	Used to measure growth for grade 2 <sup>nd</sup> and 6 <sup>th</sup> only
<del>Dibels</del>	<del>Fall, Winter and Spring</del>	<del>Used to measure growth for grades K-6</del>
STAR Reading	Fall, Winter, Spring	Used to measure growth for grades 1-5
STAR Math	Fall, Winter, Spring	Used to measure growth for grades 1-5
STAR Early Literacy	<del>As needed.</del> Fall, Winter Spring	Used to measure growth for grades K-1

## TITLE I

Bagley Public School is committed to the goal of providing quality education for every child in the district. To this end, we want to establish partnerships with parents and with the community. Research overwhelmingly demonstrates that parent/family/community involvement in a child's learning is positively related to academic achievement. There are strong indications that the most effective forms of parent involvement are those that engage parents and families working directly with their children on academic activities in the home or at school. Everyone gains if school and home work together to promote high academic achievement. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success every step of the way. Bagley Public School supports these beliefs through encouraging parents, families, and community members to get involved with our school and develop an active partnership that works toward continued improvement in our educational programming and meeting academic standards.

Bagley Public School recognizes that students may need the extra assistance available through the Title I program to reach the state's high academic standards. Bagley Public School intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students in the district to succeed. Please see the next page for the Parent/Teacher Title I Compact. A copy of pages 18-19 will be provided at fall conferences, Oct. 14 and Oct. 21. Parent/Teacher/Student signatures are collected and forms are filed and recorded.

# Parent/Teacher Title I Compact

This school-parent compact is in effect during the 2015-2016 school year.

*Each school receiving funds under Title I of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent compact jointly with parents for all children participating in Title I activities, services, and programs. That compact is part of the school's written parental involvement policy developed by the school and parents. The compact must outline how parents, the school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Yearly, the compact should be evaluated to determine its effectiveness with revisions made as necessary. Elementary schools must schedule annually a parent/teacher conference to discuss the compact.*

*Bagley Elementary School and the parents/guardians of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

## REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

### School Responsibilities

Bagley Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. Bagley Elementary staff will communicate with parents/guardians in the following ways:

- Conferences
- Telephone, notes, email
- Newsletters
- Report Cards
- Community Calendar
- Scheduled meetings
- Agendas
- Wednesday Folders
- Academic Events

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held:

Open House on Aug. 27

Conferences on:

- K-4: Nov. 19-20 and April 7-8.
- Grades 5-6: Oct. 6, Dec. 15, Feb. 23, and April 21

3. Provide parents/guardians with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- Conferences
- Report Cards
- Mid-Term Reports, when applicable
- Updates when necessary

4. Provide parents/guardians reasonable access to staff, opportunities to volunteer, participate in their child's class, and to observe classroom activities. Parents/Guardians may aid in children's academic success in a number of ways.

Examples are:

- Volunteer in child's classroom or school
- Work with the teacher to resolve any questions or concerns
- Contact teachers by telephone, email, note; school conferences or scheduled meetings
- Teacher will communicate with parent/guardian before or after school or during teacher's prep time

### **Parent Responsibilities**

We, as parents/guardians, will support our children's learning in the following ways:

- Monitor attendance
- Make sure homework is completed
- Monitor amount of television my child watches
- Volunteer in my child's classroom
- Read to or with my child at home on a regular basis
- Work with the teacher to ensure my child understands and follows school and classroom rules
- Attend Parent/Teacher conferences
- Participate in, as appropriate, decisions relating to my children's education
- Stay informed about my child's education and communicate with the school promptly by reading all notices and responding, as appropriate
- Serve to the extent possible, on policy advisory groups, school support teams or in any other way possible

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Parent/Guardian Name (Please print)

---

Phone Number

---

Parent/Guardian Signature

---

Date

---

Student

---

Teacher

## V BEHAVIOR/DISCIPLINE

### ALCOHOL, TOBACCO AND NARCOTICS

State law forbids possession and use of alcohol to anyone under the age of 21. Possession and use of narcotics without a prescription is illegal at any age. State law forbids possession and use of tobacco to anyone under the age of 18. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 18.

The School Board does not permit students to use or possess tobacco, alcohol or narcotics on school premises, at school activities or on school buses. In addition, current State law requires that law enforcement agencies are required to notify school officials of any violation concerning alcohol and other drugs.

Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation, the items will be made available to the student's parent or guardian by appointment, or to the legal authorities, if proper, under the circumstances.

In the event of any alcohol, tobacco or other drug violations, a school pre-assessment team is required to discuss each incident and make recommendations for follow-up actions for the student.

In addition, students may not possess or use at any school-sponsored activity including dances, contests or other activities, such behavior will be subject to regular school rules and penalties for such offense. *\*For detailed information regarding School District Policy #506, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### BULLYING PROHIBITION POLICY

#### I. PURPOSE

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of student, is prohibited on school district property, at school-related functions, and by misuse of technology on district transportation.

Bullying is defined as any behavior that intimidates, threatens, is abusive or harming to another individual, with an actual or perceived imbalance of power and is repeated or forms a pattern; or materially and substantially interferes with a student's education opportunity, performance, or participation in school functions and activities. Such behavior can be verbal, non-verbal, in writing or in any electronic form. This policy applies not only to students who directly engage in bullying but also to students who, by their indirect behavior, condone or support a student's act of bullying. Bystanders can also receive disciplinary consequences if their behavior is found to be indirectly supportive of the bullying behavior.

Forms to report bullying as per this policy are available in the Elementary School Office. Each incident will be investigated as detailed in the complete "Bullying Prohibition Policy" (514).

*\*For detailed information regarding School District Policy #514, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### DRESS CODE POLICY

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and appropriate dress are vital to the success of an individual and to those with whom the student shares a classroom or locker.

- A. Students should not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, laboratories, athletics, physical education, etc.

- B. Clothing that displays open midriffs and/or low-cut or revealing clothing is prohibited. Clothing must cover shoulder, midriff, chest, torso and undergarments. Clothing that is revealing is prohibited (examples include: halter tops, spaghetti straps, tube tops, strapless tops, muscle shirts and see-through clothing).
- C. Skirts or shorts must be fingertip length or longer (with leveled shoulders when arms are hanging at sides).
- D. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement must be avoided.
- E. ISD #162 does not permit or condone student apparel or language that may be considered harassment is not permitted. Clothing that includes words, symbols, pictures which are obscene, vulgar, abusive, discriminatory, racist, and sexist or chemicals, tobacco or any other controlled substance products.
- F. Gang clothing including trench coats, chains, bandanas, artifacts, gang signs or graffiti is not permitted in school. Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups are prohibited.
- G. Shoes must be worn at all times. Appropriate tennis shoes must be worn in physical education classes. No shoes with wheels allowed. Skateboards are not permitted.
- H. Hats, coats, backpacks and other nonessential items are to be left in the lockers. Wearing any headwear, except for legitimate religious or medical reasons during the day without permission from school administration is prohibited. Head wear is defined as any object which covers one's head, all or in part, including but not limited to bandanas, hats, hoods and du-rags.
- I. Due to persons with allergies and other respiratory problems, use of perfumes, colognes, cosmetics, essential oils and other aromatic products may be prohibited.

1<sup>st</sup> Violation – Student is warned and must correct their clothing or item in violation.

2<sup>nd</sup> Violation – Student is warned, must correct their clothing and receives a disciplinary consequence.

3<sup>rd</sup> Violation – Parent or guardian is contacted.

*\*For detailed information regarding School District Policy #504, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

## HARASSMENT AND VIOLENCE

### I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 162 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, race or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, or religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. *\*For detailed information regarding School District Policy #413, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

## SCHOOL WEAPONS

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, including, but not limited to, any firearm, whether loaded or unloaded, all knives, including all look-alikes. Appropriate discipline and disciplinary action will be taken against any person who violates this policy. *\* For detailed information regarding the School District Policy #501, please request copy from the Elementary or Superintendent's Office.*

## SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT PERSON

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband. Lockers and desks are the property of Bagley School District. At no time does Bagley School

District relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers and desks may be conducted by school officials, for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of a student within a school locker or desks may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. It shall be a violation of this policy for students to use lockers and/or desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

The personal possessions and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. *\*For detailed information regarding School District Policy #502, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

### STUDENT DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. A detailed list of types of misbehavior is located in the Student Discipline Policy #506 and can be located on the school website or a copy can be requested in the Elementary Office or the Superintendent's Office. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

### SUSPENSION

Occasionally it becomes necessary to suspend or expel a student from school. In this event, the Minnesota Pupil Fair Dismissal Act will govern all procedures. Under the provisions of the law, students may be suspended or expelled from school for of the following: Willful violation any reasonable school board regulation; Willful conduct which materially and substantially disrupts the rights of other students to an education; Will conduct which endangers the student, or other students or school property. *School District Policy #506*

### TENNESSEN WARNING

The purpose of questioning a student is to find out what happened and to impose the proper discipline. Our school discipline policy requires that the student cooperate so that no further discipline is given for not cooperating. Only parents/guardians and school officials will be given knowledge of the activity. Suspected criminal information will be submitted to the police

## **VI FOOD SERVICE**

### BREAKFAST/LUNCH/MILK BREAK

The Bagley Public Schools participate in the National School Lunch Program with regulations requiring that each school lunch menu must be planned to include the following five food items: milk, meat/meat alternate, vegetable and/or fruit (two items) and bread/bread alternate.

In the Bagley Public Schools, students in kindergarten through sixth grade may participate in offer versus serve. Offer versus serve is a provision of the National School Lunch Program which allows students to refuse one or two of the five required food items in the lunch if they do not intend to consume them. Therefore, students in grades kindergarten through sixth grade **may** be offered all five food items, but **must** take at least three. Please discuss with your children the offer versus serve provision.

Money for lunch may be deposited into your family/student account in the elementary office, or by using PaySchools Online. Applications for free/reduced meal fees will be sent to your home before the beginning of the school year. Questions concerning the application should be directed to the Superintendent's office.

In the elementary school, if students do not have money for meals, they may charge their meals. When a student has a low or negative account balance, a written notice will be sent to the family. Low balance notices will be sent to families weekly. Parents/guardians are expected to pay these charges when notified. The school will not deny a meal to any elementary child.

**Students with Lactose Intolerance:** State law (Minnesota Statutes 124D.114) requires a Sponsoring Authority of school meal programs to provide one alternative for a student with lactose intolerance if the parent and/or doctor has requested an alternative in writing. The form may be picked up in the Superintendent's office.

### Elementary Meal Prices

Regular

Reduced

Breakfast	\$1.30	Free
(All Kindergarten students qualify for free breakfast)		
Lunch	\$2.30	Free
Adult Breakfast	\$1.85	
Adult Lunch	\$3.85	

### FOOD SERVICE POLICY

Breakfast will be available to all students from 8:00 – 8:30 a.m. each morning that school is in session. When school buses are running late or if a child is sent down with a pass from a staff member, breakfast time will be extended to accommodate the student’s needs. During school lunch time, sixth-grade students will be offered the same size food portions as students at the junior high level. These students are allowed to have seconds as long as food is available. Students with special needs are provided additional food at staff member request.

Students with food allergies or food intolerance will be provided an alternative food item if the parent and/or doctor has requested it in writing. Forms may be picked up in the Superintendent’s office.

Due to the rapid increase in nut and nut oil/product allergies, peanut butter and other nut products are not served in the elementary breakfast and lunch menus. When parents send snacks and/or lunch food items to school, please try to stay away from products that contain peanut butter and/or nuts. *\*For detailed information regarding School District Policy #562, please go to the school website or request a copy from the Elementary or Superintendent’s Office.*

### GUM, CANDY AND BEVERAGES

Gum, candy, pop and other caffeinated beverages are consumed at the discretion of the school staff.

### WELLNESS POLICY

Independent School District 162 promotes healthy living for students by supporting lifetime wellness, nutrition education and regular physical activity as part of the total learning environment. Current research indicates that schools that facilitate learning through the support and promotion of recommended daily nutrition guidelines and physical activity practices contribute to the basic health status of children and their improved academic achievement. This is enhanced through the following initiatives: Nutrition Education; Physical Education/Activity; Food Service; Foods Available on Campus; Communication to Parents/Guardians; and Implementation, Monitoring and Evaluation. *\*For detailed information regarding School District Policy #533, please go to the school website or request a copy from the Elementary or Superintendent’s Office.*

## **VII HEALTH SERVICES**

### ASTHMA INHALER POSSESSION

Asthma is a disease of the respiratory system. An asthma episode occurs when people who have asthma experience trouble breathing. Allergies, infections, exercise, changes in temperature and smoke can cause an asthma episode. During an episode, the muscles around the airways tighten and the lining inside the airways swell and become clogged with thick mucous, making it difficult to breathe. The Minnesota legislature enacted language during the 2001 session that allows public elementary and secondary school students to possess and use inhalers prescribed for asthma or reactive airway disease. In order for the student to possess a prescribed inhaler, they must be certified by the health professional that prescribed the inhaler. For more information and the necessary forms, please contact the school health aide at 694-6528.

### HEALTH OFFICE

The Health Office at Bagley Elementary is staffed by a School Health Para (SHP) and supervised by a school nurse from Clearwater County Nursing Services. The SHP sees students with illness or injury and administers medications both prescription and over-the-counter medications. For a student to receive a prescription medication at school, the parent must obtain a form that requires a parent and prescriber’s signature. The medication must be in a regular prescription bottle (a pharmacy will split a prescription into two bottles upon request). Over-the-counter medications may be administered at a parent’s request. An OTC medication form is to be completed and signed by the parent. The medication is brought to the school by a parent in the original container. These requests are made by the school to ensure your child’s safety. The forms are available in the School Health Office or the Elementary Office.

The health office conducts the following screenings:

- Vision screening in grades 1, 3, 5 and 7 (teachers and parents with concerns may request screening at any time).

- Hearing screening in grades K, 1, 2, 3, 5 (teachers and parents with concerns may request screening at any time).
- Scoliosis screening: girls in grades 5 and 6.
- Height and weight once a year, grades K-6.

The school nurse teams with the teachers and administration in writing health plans for students with health issues such as allergies, asthma, diabetes, cancer, cerebral palsy, seizures, ADD, ADHS, other physical and mental health diagnosis or any condition which require management at school and/or affects the child's ability to learn.

### HEAD LICE/NO NIT POLICY

Head lice can be a recurring problem each school year. When necessary, the school will have head checks. If lice are detected in your student you will be called to pick up your student from school. That student's classroom will be checked for lice as well as any siblings of that student. The school does maintain a "no nit" policy and it is strictly enforced. This means that all nits must be removed from the hair before a student may be allowed back to school. We expect that most families with students who have had head lice will be able to return to school by the following day with proper treatment. Students who do not return to school the following day, must have a parent/guardian call the School Health Office to inform the SHP of progress or that student will have an unexcused absence for that day. Extended absence beyond 48 hours or 2 school days without contact from parents will be recorded as unexcused. For more information on how to get rid of head lice call the Clearwater County Nursing Service. *\*For detailed information regarding School District Policy #561, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

When the school's health paraprofessional notifies parents that a child has head lice/or nits, the following procedure will ensure that children are receiving assistance in a timely and appropriate manner: Students will advance to the next step if they have a new incident of lice or if upon recheck a significant number of nits are found. With each advancing step, parents and students will be required to fulfill all requirements of the preceding step(s) and any/all additional requirements. Bagley Schools will follow the attendance policy when absences due to head lice or nits become habitual.

#### **Step One-First Reported Case:**

- Notify parent. The child goes home for treatment.
- Notify Administration-Principal or Dean of Students.
- Treatment supplies may be available through your health care providers.
- When treatment of the child is complete, they should return to Bagley Schools accompanied by a parent/guardian for a rescreen by the school health paraprofessional. If no nits or lice are found, the child will be readmitted to school.

#### **Step Two-Second Reported Case:**

- See Step One.

#### **Step Three-Third Reported Case:**

- See Step One.
- The school nurse refers case to the Community Health Representative or Clearwater County Nursing Service.

#### **Step Four-Fourth Reported Case:**

- See Step Three.
- Administration will sign off upon treatment completion and return to school.

#### **Step Five-Fifth Reported Case:**

- See Step Four
- The Administration refers the case to the Clearwater County Attorney or Indian Child Welfare for legal action if truant and sends a copy to the Clearwater County Department of Human Services.

**Note: Students will be checked on a weekly basis following their third and fourth reported cases. If head lice and nit free, students will return to being checked only with the regular student body checks.**

## IMMUNIZATION RECORDS

Each student attending school in Minnesota is required to have the following immunizations/shots: diphtheria, tetanus, pertussis (whooping cough), hepatitis B, polio, measles, mumps, rubella, varicella (chickenpox) and in preschool, Hemophilic Influenza or the parent may obtain a medical exemption or the conscientious objection on file at school. This form is available at the local clinics and Clearwater County Nursing Service. This form is to be completed, signed and on file at the school before admission to school. The information on your child's immunization record will be made available to Clearwater County Nursing Service to determine if your child has received the minimum recommended immunizations.

## STUDENT MEDICATIONS

Bagley Public Schools acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed, signed request from the students' parent. A "Prescription Medication" or "Over the counter" medication form must be completed once per year and/or when medication or dosage has changed. All controlled substance prescription drugs must be brought directly to school by a parent or guardian. Prescription medications must be brought to school in the original container, with the same number of pills as the prescription, labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Plan (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or an Individual Health Plan (IHP). Bagley School District is to be notified of any change in a student's prescription medication administration. *\*For detailed information regarding School District Policy #516, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

## **VIII RECESS**

### RECESS

The following guidelines will set the procedures for parents and teachers:

- Students attending school are expected to dress appropriately for the weather and go outside at the scheduled recess times during the school day. The school's office will use below -10° Fahrenheit to keep children inside at which time an inside recess period will be designated by the classroom teacher. When the temperature is -10° or colder, the paraprofessionals will also remain inside. This includes the pure temperature of -10° and/or wind-chill of -10°.
- Children, who have been at home due to an illness, may request by written parent note to remain indoors for two additional days after returning to school. In some cases, illnesses such as asthma, broken bones or other more severe problems may require additional days inside. The school will work with parents and the family doctor to ensure the child's medical needs are appropriately met.
- When a child must remain inside due to illness, they will be supervised during the recess period. Teachers will honor requests from parents regarding students staying inside after an illness. Other requests to remain inside are at the discretion of the teacher (i.e. those made by the student).
- Should the teacher determine that a child remains inside to complete work or as a disciplinary action, the teacher will provide supervision of the student.
- When a scheduled study trip occurs during the regular day and parents have authorized the child to attend, children should dress appropriately for the weather and participate in the trip.

## RECREATION EQUIPMENT

The school furnishes equipment used for play at school. Toys to include but not limited to: baseballs, bats, radios, CD/cassette players, skateboards, rollerblades, small cars, etc. are not permitted at school without staff permission

## **IX ELECTRONICS**

### CELL PHONES

Cell phones are prohibited from use during school hours. Cell phones must remain in backpacks and turned off. If a cell phone is seen or used, it will be taken by school staff and will be kept in the office until a parent can pick it up.

### OTHER ELECTRONIC DEVICES

Items such as radios, CD players, MP3 players (i-pods), handheld computers or video games, and other electronic devices are not allowed in school. Students who violate this policy may have the electronic device taken and returned at a later time. The school is not responsible for lost or stolen items.

## TELEPHONE USAGE

School staff may approve telephone call requests by students. Students are to use the phone for emergency purposes only. Emergency pass requests for buses, etc., should be made **with office personnel no later than 2:00 p.m.**

## VIDEO RECORDING POLICY

It is the practice of Bagley School to use video recordings to record students in various settings around the school including but not limited to: hallways, classrooms, school buses, lunchrooms and playgrounds. These recordings are considered to be private data on individuals and may not be released to, or viewed by the public without appropriate release by the Superintendent. The recordings will be used for various reasons by the school such as a basis for discipline, security or other investigations. Recordings used as evidence in school policy or safety violations will be retained by the school district and/or law enforcement agencies. *\*For detailed information regarding School District Policy #711/712, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

## **X MANDATORY REPORTING**

### MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

It is the policy of the Bagley Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the responsibility of ISD #162 to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible childcare in all settings. In all cases where there is a reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clearwater County Social Services/Law Enforcement Agencies.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

## **XI BUSES/MAINTENANCE**

### BUS USE FOR PARTIES

The use of school buses to transport friends to parties or for overnight guests is not allowed. Parents are asked to make special arrangements for picking up/dropping off children on these occasions. Special permission is given only for childcare situations.

### DISTRICT BUS REGULATIONS

We expect students to behave in a safe way on the bus; therefore, **students will:**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.

#### **Students will not:**

1. Fight, harass, intimidate or participate in horseplay while riding the bus.
2. Throw objects.
3. Eat, drink or use tobacco or drugs.
4. Bring any weapon or dangerous objects on the school bus.
5. Damage the school bus.

### SCHOOL BUS REGULATIONS

If a student chooses to break a rule:

1. Regular processes the drivers use to correct behavior include assigning seats, verbal reprimands, talking to parents, etc.
2. Warning - the driver warns the student that continued problem behavior will result in the student being denied bus-riding privileges. The driver fills out a warning slip noting the problem behavior, gives a copy to the student, notifies the transportation director and calls the parent.
3. One day off the bus – if the problem behavior continues the bus driver notifies the student that he/she may not ride the bus the following day. Written notice specifying the problem is given to the student, the transportation director is contacted and the parent is contacted. If the parent cannot be contacted the student shall be allowed to ride the bus until such time contact has been made with the parent.
4. Three days off the bus – if the problem behavior continues the bus driver notifies the student that he/she may not ride the bus for three days. Written notice specifying the problem is given to the student, the transportation director is contacted and the parent is contacted. A meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem.
5. Two weeks off the bus – if the problem behavior continues, the bus driver notifies the student that he/she may not ride the bus for two weeks. Written notice specifying the problem behavior is given to the student, the transportation director is contacted and the parent is contacted. A meeting will be held with the bus driver, the student, the transportation director and the parent in a final effort to resolve the problem. The transportation director shall notify the Superintendent that the student is about to lose his/her riding privileges for the rest of the year.
6. Off the bus pending loss of privileges – if the problem behavior continues, the bus driver notifies the student that he/she may not ride the bus pending loss of privilege for the rest of the year. Written notice specifying the problem behavior is given to the student, the transportation director is contacted and the parent is contacted. A meeting will be held with the bus driver, the transportation director and the parent to discuss the loss of privilege. The transportation director shall notify the Superintendent that the student has lost the riding privilege.

**SEVERE CLAUSE:** Students will be suspended immediately off the bus for being insubordinate, fighting, destroying property or any other behavior deemed severe by the bus driver. Severe behavior will activate step four of the above discipline procedure.

If a parent wishes to object to any situation on the bus he/she should take the following steps:

1. Go to the bus driver and try to resolve the problem.
2. Go to the transportation director and try to resolve the problem.
3. Go to the Superintendent and try to resolve the problem.
4. Go to the transportation committee of the Board of Education and try to resolve the problem.
5. Go to the full Board of Education and try to resolve the problem.

Any student who is suspended from bus riding privileges will **NOT** be allowed to ride the bus for any activity. *\*For detailed information regarding School District Policy #709, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

## NOTICE CONCERNING USE OF PEST CONTROL MATERIAL

Our School District personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effect on children, which may result from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## **XII COMPUTERS TECHNOLOGY**

### COMPUTER LABS and TECHNOLOGY

~~Bagley Elementary currently has one computer lab that offers students the opportunity to work in either the Macintosh or Windows platforms.~~ Bagley Elementary School utilizes iPads in our 1:1 iPad Initiative for all students grades Kindergarten through 6. In addition to iPad availability, we offer a computer lab and 2 mobile labs on laptop carts. These ~~computers~~ **devices** serve as educational tools and are available for word processing, keyboarding, creative expression as well as Internet Access for research and learning purposes ~~as directed by teaching staff.~~

Use of these computers is a privilege, not a right. Students must agree to abide by the Acceptable Use Policy, which was adopted by the school district to ensure proper use of the computers and our network. Inappropriate use will lead to consequences requiring office action.

The A summary of the Acceptable Use Policy appears ~~on page 29-30 below~~. Please take time to familiarize yourself with these guidelines and review them with your children.

## **Computer, Network and Internet Acceptable Use Policy #524**

Bagley Elementary School  
Students

- ~~1. **Privilege.** The use of any Bagley School Computer by a student is a privilege, not a right. Misuse of the computers or Internet will result in the loss of computer privileges.~~
  
- ~~2. **Acceptable Use.**~~
  - ~~a. Bagley School Computers must be used for educational purposes (homework, research, etc.) only.~~
  - ~~b. Students must have an Internet license to use the Internet.~~
  - ~~c. Students must have a supervising staff member in the room and must receive permission from that person before they access the Internet.~~
  - ~~d. Students must receive permission from a supervising staff member before printing this includes projects created on school computers, as well as information from the Internet.~~
  - ~~e. Students must respect copyright laws that protect software owners, artists, musicians and writers. Never use other person's work and call it your own. Give credit on your "Works Cited" page to anyone whose work you use.~~
  - ~~f. Students are not allowed to download from the Internet.~~
  - ~~g. Students are not allowed to visit chat rooms on the Internet or access personal email.~~
  - ~~h. Never use a computer to harm other people. All school rules regarding behavior and personal conduct apply to students while they are using computers or the computer network.~~
  - ~~i. Using school computers to do something that is in violation of any United States or Minnesota State law or regulation is strictly prohibited.~~
  
- ~~3. **Etiquette.** All computer users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are the minimum taught to all students.  
Be polite. Do not write or send abusive messages to others. School rules regarding harassment apply to electronic communication.  
Use good language. Do not swear or use vulgarities or other inappropriate language.  
Do not reveal your (or another person's) home address or phone number to unknown persons on the network.~~
  
- ~~4. **Reliability.** The Bagley School District cannot be held responsible for any lost files or folders or other damages incurred through the use of Bagley School Computers or Networks.~~
  
- ~~5. **Security.** Users of the Bagley Elementary School Network agree to system security and will not intentionally interfere with the network's performance.~~
  - ~~a. Do not give your password to any other individual.~~
  - ~~b. Do not use another person's files or password.~~
  - ~~c. If students are working on a small group project, get permission from your teacher before logging onto another student's folder.~~
  - ~~d. If you see someone misusing the Bagley School Networks, you must notify the classroom teacher, computer coordinator or principal.~~
  - ~~e. File folders are not guaranteed to be private. School principals and network personnel have access to all files on the Bagley Elementary Network.~~

~~\*For detailed information regarding School District Policy #524, please go to the school website or request a copy from the Elementary or Superintendent's Office.~~

### **Students must**

1. *Respect and protect the privacy of others.*
  - Use only assigned accounts.
  - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Do not distribute private information about others or themselves.

2. *Respect and protect the integrity, availability, and security of all electronic resources.*
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users.
  
3. *Respect and protect the intellectual property of others.*
  - Do not infringe copyrights (no making illegal copies of music, games, or Movies!).
  - Do not plagiarize.
  
4. *Respect and practice the principles of community.*
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher.
  - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Do not respond to any unsolicited
  - Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - Do not send spam, chain letters, or other mass unsolicited mailings.
  - Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Complete Acceptable Use Policy is available via the district website ([www.bagley.k12.mn.us](http://www.bagley.k12.mn.us)) or by request from the District Office.

Changes to the 2016-2017 Student Handbook: Changes to Year throughout manual.  
Also:

Page 1 Up-dates to the Letter from the Principal.  
Letter finalized on or before August 15. Letter will serve to focus on 1-to-1 Computer Device Rollout. Also, Letter will focus on the SOARR (Safe Optimistic Achieve Respectful Responsible) behavior plan. Also, Minnesota Department of Education Focus Designation.

Page 2 Up-date Bagley Elementary School Year Calendar 2016-2017  
Not all dates are available at this time.  
Calendar, in edited form, will accompany the Focus notice and will be included in the parent notice regarding class placement on or about (July 29). Parent involvement events are required by MDE.

Page 3/4 Up-dates Bagley School Board and Elementary School Staff  
Not all are available at this time.

Page 6-7 Up-dates Bagley Elementary School Supply List:

Page 10 CONFERENCES/REPORT CARDS  
Conferences (**K-4<sup>th</sup> grades**) are scheduled two ~~three~~ times each year. Information (time/day) will be sent home with your child prior to the conferences. If you would like a conference at another time during the school year, please contact your child's teacher. Quarterly report cards are sent home.

Conferences (5-6) are scheduled four times each year and at the mid-quarter. Conferences are open schedule, with parents and teachers conferencing as seats and times become available. Quarterly report cards are sent home.

Page 14 ALTERNATIVE INSTRUCTION/PARENT REVIEW/REQUEST  
Parents may request to review the contents of curriculum and/or materials. To request materials, contact the Bagley Elementary Office at the address/phone number(s) provided in the staff directory. Also, "if the parent, guardian, or adult student objects to the content, parents can '... make reasonable arrangements' with school personnel (Teacher/Principal) for 'alternative instruction.'" Finally, "Alternative instruction (consistent with Minnesota /law) may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student." "School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work." Minn. Stat. 120B.20.

Page 16 REPORT CARDS/GRADING SCALES  
Kindergarten and First Grades Second First Grade Through Sixth Grade  
E=(Exceeds) above 90% A=90%+ (A-=90-93)

M=(Meets) 80-89%  
 I=(In Progress) 70-79%  
 N=(Needs Improvement Below 69%)

B=80-89%+ (B+=87-89, B-=80-83)  
 C=70-79%+ (C+=77-79, C-=70-73)  
 D=60-69% (D+=67-69, D-=60-63)  
 F=50% and Below  
 NA=Not Applicable

Specialists and Work Habits

O=Outstanding  
 S=Satisfactory  
 U=Unsatisfactory  
 NA=Not Assessed

And

Math:

Numbers and Operations: (K-6) and MN State Standards and benchmarks  
 Algebra: (K-6) and MN State Standards and benchmarks  
 Geometry and measurement: (K-6) and MN State Standards and benchmarks  
 Data: (K-6) and MN State Standards and benchmarks

Science (STEM) with sub-strands and MN State Standards and benchmarks

Social Studies with sub-strands and MN State Standards and benchmarks

Page 17 TESTING

TESTING PROGRAMS

Bagley Elementary evaluates student academic progress using a variety of assessments during the school year. Standardized tests we administer include: the Minnesota comprehensive Assessment II (MCA-II) and the Northwest Evaluation and Assessment/Measures of Academic Progress (MAP). In addition, we use the STAR Reading, STAR Math and the STAR Early Literacy tests to monitor progress. The following chart shows each test and when it is used:

Test	When Administered	Comments
MCA-II& III	Fall, Winter, Spring	Mandated by the State for grades 3-6
NWEA/MAP	Fall, Winter and Spring	Used to measure growth for grade 2 <sup>nd</sup> and 6 <sup>th</sup> only
<del>Dibels</del>	<del>Fall, Winter and Spring</del>	<del>Used to measure growth for grades K-6</del>
STAR Reading	Fall, Winter, Spring	Used to measure growth for grades 1-5
STAR Math	Fall, Winter, Spring	Used to measure growth for grades 1-5
STAR Early Literacy	As needed: Fall, Winter Spring	Used to measure growth for grades K-1

Pages 29-30

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## BAGLEY PUBLIC SCHOOLS MISSION STATEMENT

*“Pursuing Educational Excellence for All -*

*In partnership with parents and community, Bagley Public Schools will support, challenge and empower students to become responsible, productive citizens.”*

### WELCOME

Dear Students, Parent(s)/Guardian(s):

It is with great pride and excitement that I write this letter of introduction to you as the newly appointed Principal of Bagley Junior-Senior High School for the 2016-2017 school year. I have enjoyed twenty-two years of teaching at the high school level, and my formal administrative experience has been shaped by one year of successful leadership as an Assistant Principal at International Falls High School. I am elated to bring my skills as an educational leader to your son/daughter’s school and to work with you as a partner in education to ensure your child’s success.

Along with staff, I will work hard to continue the legacy of success established at Bagley by building strong relationships with parents, students, staff, and community partners. We will continue our PRIDE, Positive, Respectful, Individuals, Demonstrating, Success initiative, teach 21st Century skills, nurture a safe environment, use data to form instruction, adopt direct instruction strategies to increase students’ achievement, and provide exciting and challenging enrichment opportunities for all students.

I anticipate a most successful year as my team and I support the academic, social, and emotional growth of your child here at Bagley High School.

During the course of the year, it is my hope that we will work together to provide the students of Bagley the best possible opportunities in preparing them to be world class citizens ready to master the challenges of the 21st Century with a solid foundation created here at our school. As Principal, my door is always open and I welcome your input. Please feel free to stop in or call to make an appointment to discuss any concerns, suggestions, or ideas to help make this the best year yet!

In partnership,  
David Gooch  
Junior-Senior High School Principal

#### **ADMINISTRATION AND SUPPORT STAFF**

Jr.–Sr. High School Principal – <b>David Gooch</b>	694-3120
Guidance Counselor – <b>Jenny Fraley</b>	694-3129
Dean of Students – John Sutherland	694-3120
Athletic Director – Doreen Zierer	694-4051 / 694-6528
Superintendent – Steve Cairns	694-6184
Transportation – Aaron Edeman	694-6922
Building/Maintenance- Dan Lavine	694-6122
Head Custodian-Ron McCollum	368-8314
Community Education & ALP – <b>Corrie Uhlir</b>	694-3232
Elementary Principal – Lee Furuseth	694-6528
Head Cook – Terri Christianson	694-3120
Director of Indian Education— <b>Carol Vic</b>	694-3120
AMI Coordinator-Penni Cairns	

#### **A NOTE TO PARENTS**

**If a problem arises concerning the school, the Board of Education requests that you take the following actions:**

- A. First, personally contact the person directly involved.**
- B. If you are unable to resolve the problem by contacting the person directly involved, please contact the appropriate principal or supervisor.**
- C. If you feel the problem still has not been resolved, you should meet with the superintendent of schools.**
- D. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board of Education.**

#### **SCHOOL BOARD MEMBERS**

Adam Broden-Chairman
Amy Fontaine-Treasurer
Wendy Fultz-Clerk
LeAnn Agnes-Director
Michael (Toby) Anderson-Director
Katherine Clark-Director
<del>Dareie Kaiser-Director-???????????</del>

**E. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full School Board of Education for final resolution.**

### **ADMINISTRATIVE DISCRETION AND REVIEW**

Each policy/procedure in the Student Handbook is subject to administrative review and discretion upon its implementation. This handbook may be changed during the school year with School Board approval. Any changes will be posted on the website and communicated to parents via School Reach.

### **STUDENT INFORMATION**

To all Students at Bagley Junior-Senior High School,

I'd like to welcome you all back to the new and exciting 2016-2017 school year! I hope that you all had a great summer! Let's start our school year with having a positive attitude and awesome school spirit. Student Council is here to make the best year yet. If you have anything you want to see within the school or changes in our activities, please come talk to us! Working together we will do our best to create a positive and respectful learning environment, so get ready to make more memories and have another fun year!

Your Student Council President,

Cassie Keough

### **“FLYERS” SCHOOL SONG (To the Tune of Anchors Aweigh)**

Onward Maroon and Gold  
Onward to Fame  
We never taste defeat, so Flyers win this game  
Rah! Rah! Rah!  
Roll out the score, Bagley,  
Fight to the end  
Stop (opponent's name), in their tracks  
And crush the (opponent's name)  
Crush the (opponent's name) team.  
(Band plays) FIGHT!  
(Band plays) FIGHT!  
Yea, Bagley, fight team fight!  
Yea, Bagley, fight team fight!  
We never taste defeat, so Flyers win this game  
Rah! Rah! Rah!  
Roll out the score, Bagley,  
Fight to the end  
Stop (opponent's name) in their tracks  
And crush the (opponent's name)  
Crush the (opponent's name) team.  
B-A-G-L-E-Y! YEA, BAGLEY!

### **PLEDGE OF ALLEGIANCE**

I pledge allegiance  
to the flag of the United States of America,  
and to the republic for which it stands,  
one nation under God, indivisible,  
with liberty and justice for all

## 2016-2017 Student Council & Class Officers

President           Cassie Keough  
Vice-President    Nicholas Kaiser  
Secretary/Treasurer   Cali Olson

### **SENIORS (Class of 2017)**

President           Andrea Friborg  
Vice - President   Olivia Gerbracht  
Secretary/Treasurer   Payton Hinrich  
Representatives    Jaelen Moen  
                          Ben Thoma

### **JUNIORS (Class of 2018)**

President           Jarret Merschman  
Vice –President    Scott Lundsten  
Secretary/Treasurer   Austin Knutson  
Representatives    Kirah Otting

### **SOPHOMORES (Class of 2019)**

President           McKinzie Halverson  
Vice -President    Kara Bowman  
Secretary/Treasurer   Bayli Dukek  
Representatives    Lauren Midbo

### **FRESHMEN (Class of 2020)**

President           Sam Scherzer  
Vice –President    Demi Keough  
Secretary/Treasurer   Kylli Anderson  
Representative    Madison Evje  
                          Blake Erickson

### **EIGHTH GRADE (Class of 2021)**

President           Macy Strandlien  
Secretary/Treasurer   Tessa Tramm  
Representatives    Lilyann Haugse  
                          Gavin Halverson

### **SEVENTH GRADE (Class of 2022)**

President           Liam Hagen  
Vice -President    Ellie Bonik  
Secretary/Treasurer   Tiffany Gerbracht  
Representatives    Katja Anderson  
                          Croix Nelson

### **AT LARGE MEMBERS:**

Kailee McIntosh (12<sup>th</sup>)  
Breanna Nelson (11<sup>th</sup>)  
Harley Thompson (10<sup>th</sup>)  
Logan Engesether (9<sup>th</sup>)  
Aleah Nelson (9<sup>th</sup>)

Bailey Engesether (11<sup>th</sup>)  
Maddy Strandlien (11<sup>th</sup>)  
Cori Bonik (9<sup>th</sup>)  
Jenika Moen (9<sup>th</sup>)  
Nikita Vincent (9<sup>th</sup>)

## ELECTION PROCEDURES

1. To be eligible for any Student Council or Class Officer position, students must -
  - have a Cumulative GPA of 2.00 or higher.
  - be a full-time student at Bagley High School
  - have no new or un-served MSHSL infractions – a MSHSL infraction will result in immediate dismissal from student council/class officer positions for the remainder of the school year.
2. The student council advisor will select the nomination process; verbal or paper vote, formal or informal.
3. The student council advisor will direct all voting. The administrative secretary in the high school office will count the ballots.
4. Ballots will be kept for one week after the elections.

### BAGLEY HIGH SCHOOL TESTING DATES 2016-2017

Updated 6/7/2016

DATE	TEST
October 12	PSAT (Grade 11) 8:30-Noon
October ??????	ASVAB (Grade 11) Career Exploration & Military Entrance 8:30-11:30
March 7/May 6 (ONLINE BEGINS/ENDS)????????????	MCA Reading (Grades 3-8, 10) Mathematics (Grades 3-8, 11), MTAS Reading, Mathematics & Science
March 7/May 13(ONLINE BEGINS/ENDS)????????????	MCA Science (Grades 5-8, High School)

### ACT NATIONAL TEST DATES

*Registration Packets available in the Guidance Office or register online [www.actstudent.org](http://www.actstudent.org).  
Students must register at least one month before test date.*

#### 2016-2017 ACT Test Dates & Registration Deadlines

Test Date	Registration Deadline	Late Registration Deadline	Complete Score Release***
June 11, 2016**	May 6, 2016	May 7-20, 2016	June 29, 2016
September 10, 2016	August 5, 2016	August 6-9, 2016	September 20, 2016
October 22, 2016	September 16, 2016	September 17-30, 2016	November 8, 2016
December 10, 2016	November 4, 2016	November 5-18, 2016	December 20, 2016
February 11, 2017	January 6, 2017	January 7-20, 2017	February 22, 2017

\* The February test dates are NOT available in New York.

## **BAGLEY HIGH SCHOOL CALENDAR 2016-2017**

August 31	Teacher Workshop- <b><i>NO SCHOOL-FOR STUDENTS</i></b>
September 1	Teacher Workshop 12:00 – 5:00 BHS Open House 5:00-7:30 PM
September 6	Classes begin for Students
September 13	<b>Picture Day</b>
September 26-30	Homecoming Week
September 26	Homecoming Coronation/Academic Awards 2:25 PM
September 30	Homecoming Pep fest 10:30 AM
September 30	Homecoming Parade 2:30 PM
September 30	Homecoming Dance JH 8:00-10:00 SH 9:00-Midnight
October 4	<b>Parent/Teacher Conferences – 4:00-7:30 PM</b>
October 12	PSAT- 8:30-Noon
October 18	Picture Retakes
October 20-21	Fall Break – <b><i>NO SCHOOL</i></b>
November 4	End of First Quarter
November 10	Veterans Day Program
November 11	Conference Exchange Day – <b><i>NO SCHOOL</i></b>
November 18	Staff Development Grades 5-12- <b><i>NO SCHOOL-FOR STUDENTS</i></b>
November 24-25	Thanksgiving Vacation – <b><i>NO SCHOOL</i></b>
December 3	Winter Formal Dance JH 8:00-10:00 SH 9:00- Midnight
December 8	<b>Parent/Teacher Conferences – 4:00-7:30 PM</b>
December 23	Last Day with Students before Christmas Break
December 22-Jan 4	Winter Break
January 3	First Day of School after Christmas Break
January 16	Staff Development Day- <b><i>NO SCHOOL-FOR STUDENTS</i></b>
January 20	End of Second Quarter
February 10-16	Snow Week
February 13	Snow Week Coronation
February 14	Valentine’s Day
February 17	Conference Exchange Day- <b><i>NO SCHOOL</i></b>
February 20	<b>Presidents Day- NO SCHOOL</b>
February 23	<b>Parent/Teacher Conferences – 4:00-7:30 PM</b>
February 25	Glow Dance- JH 8:00-10:00 SH 9:00- Midnight
March 24	End of Third Quarter
April 7	Staff Development Day- <b><i>NO SCHOOL-FOR STUDENTS</i></b>
April 14	Spring Break- <b><i>NO SCHOOL</i></b>
April 17	POSSIBLE EMERGENCY DAY #1
April 22	Prom
April 27	<b>Parent/Teacher Conferences – 4:00-7:30 PM</b>
May 19	POSSIBLE EMERGENCY DAY #2
May 26	POSSIBLE EMERGENCY DAY #3
May 25	Seniors last day
May 29	Memorial Day- <b><i>NO SCHOOL</i></b>
June 1	End of Fourth Quarter
June 1	Students last day
June 2	Teachers last day/Staff Development- <b><i>NO SCHOOL-FOR STUDENTS</i></b>
June 2	GRADUATION

This calendar contains three emergency/snow days. School will **not** be in session on these three days unless we have to make-up the emergency/snow days in the following order:

Possible snow day – April 17 (#1)                      May 19 (#3)                      May 26 (#2)

## SCHOOL CLOSING NOTICE

Announcements for school closure or late starts will be made as early as possible. **Notice will be given via School Reach and on Bagley Cable TV, KVLV-TV11, KXJB-TV4, WDAY-TV5. BEMIDJI RADIO STATIONS: KBHP (FM 101.1 / FM 95.5), KKBK (FM 103.7 / FM 98.3), FOSSTON RADIO STATIONS: KKCQ-KKQD (FM 96.7 and FM 107.1) and MAHNOMEN RADIO STATION: KRJM (101.5).**

### BAGLEY JUNIOR SENIOR HIGH SCHOOL DAILY SCHEDULES 2016-2017

#### Regular Daily Schedule (Monday, Tuesday, Thursday, Friday)

**Morning Bell- 8:19AM** \*\*\* 4 minutes passing time between classes

##### Sr. High

Period 1	08:24-09:14
Period 2	09:18-10:08
Period 3	10:12-11:02
Lunch	Period 4
(A) 11:02-11:30	11:34-12:24
(B) 11:56-12:24	11:06-11:56
Period 5	12:28-01:18
Period 6	01:22-02:12
Period 7	02:16-03:06

##### Jr. High

Period 1	08:24-09:14
Period 2	09:18-10:08
Period 3	10:12-11:02
Period 4	11:06-11:56
Period 5	12:00-12:50
Lunch (C)	12:50-01:18
Period 6	01:22-02:12
Period 7	02:16-03:06

**Busses Leave at 3:12**

#### Regular Schedule (Wednesday)

##### Sr. High

Period 1	08:24-09:10
Period 2	09:14-10:00
Period 3	10:04-10:50
Lunch	Period 4
(A) 10:50-11:18	11:22-12:08
(B) 11:40-12:08	10:54-11:40
Period 5	12:12-12:58
Period 6	01:02-01:48
Period 7	01:52-02:38

##### Jr. High

Period 1	08:24-09:10
Period 2	09:14-10:00
Period 3	10:04-10:50
Period 4	10:54-11:40
Period 5	11:44-12:30
Lunch (C)	12:30-12:58
Period 6	01:02-01:48
Period 7	01:52-02:38

**Busses Leave at 2:44**

#### Late Start Day (Monday, Tuesday, Thursday, and Friday) Start Time-10:24AM

##### Sr. High

Period 1	10:24-10:56
Period 2/ Lunch 2A	11:00-11:31
Period 2/Lunch 2B	11:35-12:06
Period 3	12:10-12:42
Period 4	12:46-01:18
Period 5	01:22-01:54
Period 6	01:58-02:30
Period 7	02:34-03:06

##### Jr. High

Period 1	10:24-10:56
Period 2	11:00-11:31
Period 3	11:35-12:06
Period 4	12:10-12:42
Lunch	12:42-01:18
Period 5	01:22-01:54
Period 6	01:58-02:30
Period 7	02:34-03:06

**Busses Leave at 3:12**

**Late Start Day (Wednesday) Start Time 10:24AM**

<b><u>Sr. High</u></b>		<b><u>Jr. High</u></b>	
Period 1	10:24-10:52	Period 1	10:24-10:52
Period 2/ Lunch 2A	10:56-11:24	Period 2	10:56-11:24
Period 2/Lunch 2B	11:28-11:56	Period 3	11:28-11:56
Period 3	12:00-12:28	Period 4	12:00-12:28
Period 4	12:32-01:00	Lunch C	12:28-01:00
Period 5	01:04-01:32	Period 5	01:04-01:32
Period 6	01:36-02:04	Period 6	01:36-02:04
Period 7	02:08-02:38	Period 7	02:08-02:38

**Busses Leave at 2:44**

**Early Release (Monday, Tuesday, Thursday, and Friday) Start Time-08:24AM**

<b><u>Sr. High</u></b>		<b><u>Jr. High</u></b>	
Period 1	08:24-09:14	Period 1	08:24-09:14
Period 2	09:18-10:08	Period 2	09:18-10:08
Period 3	10:12-11:02	Period 3	10:12-11:02
Lunch	Period 4	Period 4	11:06-11:56
(A) 11:02-11:30	11:34-12:24	Period 5	12:00-12:24
(B) 11:56-12:24	11:06-11:56		
Period 5	12:28-12:54	Lunch C	12:24-12:54

**Busses Leave at 1:00**

**Early Release (Wednesday) Start Time 08:24AM**

<b><u>Sr. High</u></b>		<b><u>Jr. High</u></b>	
Period 1	08:24-09:10	Period 1	08:24-09:10
Period 2	09:14-10:00	Period 2	09:14-10:00
Period 3	10:04-10:50	Period 3	10:04-10:50
Lunch	Period 4	Period 4	10:54-11:40
(A) 10:50-11:18	11:22-12:08	Period 5	11:44-12:30
(B) 11:40-12:08	10:54-11:40	Lunch C	12:30-12:54
Period 5	12:12-12:54		

**Busses Leave at 1:00**

# **GENERAL INFORMATION**

## **AFTER SCHOOL ACTIVITIES**

Students may stay at school after regular classes have been dismissed only if they are in an activity or have a written pass to work under the supervision of a teacher/staff member. Students **must** leave the building by 3:20 PM daily if they don't have an activity in which to participate. When students attend evening activities at the school, they are expected to stay at the activity. Students leaving sports activities may re-enter only after paying again. **Students are expected to follow school rules at all after school activities. Misconduct may result in suspension of privileges to participate in or attend after school activities along with any appropriate school consequences.**

## **BACKPACKS, BAGS, ETC.**

Backpacks, book bags, large tote-bags, etc. clutter the aisles in classrooms, and are sometimes used to conceal items brought to class for the purpose of creating disruptions. Therefore, they are not to be carried from class to class during the day. Such bags are to be stored in the students' lockers.

## **BAGLEY DISTRICT WEBSITE**

The Bagley School District has a website which is continually being updated with information and policies that the School Board approves. Parents and students are encouraged to use the website to contact staff via e-mail, pay bills via PaySchools, check on dates and times of sporting events, concerts, dances, and other school-related events, and check student attendance and grades on the **Synergy ParentVue**. The district's website address is: [www.bagley.k12.mn.us](http://www.bagley.k12.mn.us).

## **BUS PASSES**

Bus passes will be issued to students **with parent permission**. **Parents must send a note, e-mail, or call the High School Office** stating the reason for riding a different bus, the date, and the final destination of the student.

## **CELL PHONES AND PERSONAL ELECTRONICS DEVICES**

The following items are not allowed to be used in the classroom (unless required for instructional purposes), locker rooms or assemblies. Items include but are not limited to the following: cell phones, headphones, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. Students who violate this policy will have his/her electronic device confiscated and returned at a later time. **The contents of students' cell phones confiscated within the school may be searched when school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Failure to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. Teacher discretion may be used to determine whether the device is a disruption. The school will not be held responsible for the loss/theft/destruction of electronic devices.**

## **Flyer Pride CONCESSION STAND**

**All juniors are expected to sign up and work at the concession stand a minimum of one time throughout the school year.** Bagley High School hosts over 50 events throughout the year during which the concession stand is in operation. **If a junior chooses not to work in the concession stand at least once, they will not be allowed to attend the Prom.** Fall and winter sports coaches and athletes will also assist with the operation of the concession stand.

## **DANCES**

The Student Council sponsors several school dances during the school year for both junior high and senior high students. Junior high dances are for Bagley students only, in most cases are held from **8:00-10:00 PM**, and students are not admitted after **9:00PM**, **with the exception of students arriving late due to other school related activities, such as the Homecoming Football game. Junior High Students, with the exception of WORKING Student Council Members *MUST* leave the dance**

by 10:00 PM. Senior high dances are usually held from 9:00PM-12:00AM and students will not be allowed to enter after 10:00PM, with the exception of students arriving late due to other school related activities, such as the Homecoming Football game, unless permission has been granted in writing by the Principal. Senior High Students *MAY NOT* enter the dance earlier than 9:00 PM, with the exception of WORKING Student Council Members. Guests may be taken to the majority of senior high dances; however, guests must be in good standing with their school and under the age of 20. Current Bagley High School Students would all still be able to attend regardless of age. Once a student or guest leaves a dance they *MAY NOT* re-enter. All school rules, including the dress code, are enforced during school dances. Consequences for inappropriate behavior at dances may include being asked to leave the dance, or other school consequences as stated in this handbook (pages 31-32). Any alcohol or drug use or other criminal behavior, occurring at dances will immediately be turned over to law enforcement.

## DIRECTORY INFORMATION

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Students must request within 30 days of their first attendance day if they do not want the following information published or disclosed to public service agencies, non-profit agencies, the media and school publications and technology: name, address, telephone listing, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full or part-time), participation in officially recognized activities and sports, weight and height of athletic team members, pictures, awards received. The most recent educational agency or institution attended, and parents' name, address, and telephone number. This information may be disclosed to public service agencies, non-profit associations, the local newspaper and radio stations and school publications (paper and electronic). Forms to request directory information is not published or disclosed are available in the High School Office. For the complete policy directory information, refer to School Board Policy 515 on the Bagley website.

## DISCRIMINATION IN PROGRAMS AND EMPLOYMENT TITLE IX

It is the policy of Bagley Independent School District No. 162 not to discriminate on the basis of sex in its educational programs, activities or employment policies required by Title IX of the 1972 Education Amendments. There is a grievance procedure that can be found on the school website, high school and district office, along with the complete policy. The District has designated the following individuals to coordinate compliance with Title IX of the Educational Amendments Act.

Title IX Coordinator:  
Dean of Students Doreen Zierer  
202 Bagley Avenue North  
Bagley, MN. 56621  
Phone [\(218\) 694-6122](tel:2186946122)

Alternate Title IX Coordinator:  
Superintendent Steve Cairns  
202 Bagley Avenue North  
Bagley, MN. 56621  
Phone (218) 694-6184

## DRIVER'S EDUCATION POLICY

Independent School District #162 will offer a complete course in Drivers Training to all students who are between the ages of 14 and 18 years old, that are enrolled, attending Independent School District #162, or students not attending I.S.D. #162 whose parents/guardians pay real estate taxes in I.S.D. #162 for a fee of \$265 (i.e. Open Enrollment, Home School). All other students shall pay \$315.

For students that wish to participate in the 30 hours of classroom for driver education, the following criteria will be verified:

1. Must be eligible and passing all classes.
2. Must be in good standing with attendance, as determined by your school (i.e. must not be over on days).
3. May not miss more than 3 excused hours, as determined by instructor. Any missed hours must be made up at a later date.
4. Homebound students must present a doctor's note in order to attend class sessions.
5. Must be at least 14 years of age. Oldest by age, not grade, will be admitted into class first.
6. Must pay fee in full before first class session.

~~The fees for 30 hours of classroom & the behind-the-wheel hours are as follows: ISD #162 students, \$250; Homeschool or open-enrolled students, \$280; Out of district students, \$300.~~

## DRUG FREE-WEAPON FREE ZONE

The State of Minnesota has declared that the zone extending 300 feet or one city block on all sides of school, park or public housing facilities must be drug and weapon free. Penalties for infractions are greatly increased within this zone.

### FEES

Public education in Minnesota is free to all students who are residents. Students are expected to provide their own pencils, paper, erasers, and notebooks. In addition, the Bagley School Board has approved the following fees:

**MSHSL Sponsored Athletic Team Activities Grades 7-12:** \$65 per season – no family or individual limit

**Extra-Curricular Activities – Grades 7-12:** \$20 per activity – no family or individual limit

Activities include: One Act Play, Knowledge Bowl, Annishinabe Bowl, Speech, MSHSL Music Competitions (1 fee for all competitions – Large group, Ensemble, Solo), Science Fair, **History Day & Robotics**.

**Athletic Admissions:** \$6 for Adults, \$4 for Students w/ID and Senior Citizens (65 and older), \$75 for Family Activity Pass, \$50 for Individual Pass, \$35 for Senior Citizen Pass, **\$25 for Bagley Student Pass**. School District employees: \$50 for Family Activity Pass and \$25 for Individual Pass.

\*\*Passes are good for home football, volleyball, boys and girls' basketball, hockey, dance and wrestling competitions. **Passes do not include admittance to MSHSL sponsored tournament competitions.**

**Student Parking Fees:** There will be an Annual cost of \$25 to park in the Student Parking Lot at Bagley High School. The cost for a single Semester Parking Permit is \$15.00. If a student loses a permit, there will be a \$5 replacement fee. **Students and their parents will be notified in person and in writing if they are found not to have a permit. After being notified of being out of compliance, if students do not secure a permit, they will have their vehicles towed at their expense.**

**Other Student Fees:** Students may also be required to pay for the cost of materials for class projects that exceed the minimum requirements and is kept by the students, security deposits for the return of materials, supplies, or equipment, field trips considered supplementary to the district's educational program, use of musical instruments owned or rented by the school district, a district-sponsored driver's education course, admission fees to school activities, and the cost of yearbooks, graduation announcements, caps and gowns and class rings, should they elect to order any of these items.

Students will be charged for textbooks, workbooks and library books that are lost, damaged, or destroyed. Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means. These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71-120.76.

### FOOD SERVICE

Bagley Public Schools participate in the National Food Service, with regulations requiring that food from the five food groups is served. Students who prefer to bring their lunch may do so, but it must be eaten in the cafeteria. **Students MAY NOT order food from outside sources and have it delivered to the school. Students who have purchased a reimbursable meal may purchase ala carte items and seconds at lunch. Students on Free or Reduced status must pay the same rate for all ala carte items and seconds as those students who are full pay.** Breakfast is served daily from 8:00 – 8:24. Breakfast and lunch prices for high school students and adults are as follows:

Breakfast: \$1.30	Free & Reduced: Free	Adult price: \$1.85
Lunch: \$2.45	Free & Reduced: Free	Adult price: \$3.85

A la Carte Items: Prices will vary and will be posted on the school website and cafeteria. Additional juice and milk: \$.30

### PAYMENTS

Money for meals may be deposited in the family/student account at any of the schools, or online. Students may also pay for their meals daily. Junior/Senior High School students may charge up to five (5) meals. If the meal charges have not been paid by these students, notices will be sent to the parent/guardians for payment. **If a Jr. /Sr. High School student has charged five (5) meals and they have not been paid, they will be offered a peanut butter sandwich, apple and milk for their lunch. Students with a negative balance will not be allowed to charge any ala-carte items.**

## LUNCH REFUNDS

Account balances are carried over to the next school year. Students leaving the school district or graduating from high school may have their account balances refunded by the lunch account secretary at the end of the school year. If seniors have younger siblings, the balance will remain in the account. Refunds from the accounts will only be sent if the balance is greater than \$5.00. A request for refund must be made by the parent/guardian when a student leaves the district.

## LUNCHROOM EXPECTATIONS

**Bagley High School has a closed lunch period which means students may not leave the school grounds during lunch.** Students may go outside to a designated area determined by school officials but lunches must not be brought outside. Students are expected to return their tray to the appropriate place after eating and clean up any messes that are made in the cafeteria.

Please refer to the complete policy on our website or in the respective school offices.

## HOMEBOUND INSTRUCTION

Homebound excused absences may be provided when medical reasons prevent a student from regular school attendance. In order to qualify for homebound, students must:

1. Be ill for 5 consecutive school days or longer.
  2. Submit homebound forms within 10 school days after returning to school. Forms are available in the counseling office.
  3. If the above provisions are met, students may request a homebound instructor or after school student tutor.
- Other absences including illness will be deducted from days allowed under the regular attendance policy.

## INSURANCE

Independent School District #162 ***DOES NOT*** carry insurance on students. If students and their parents want insurance coverage, a variety of insurance plans are available for which the parent must pay. Application forms for insurance may be secured in the high school office.

## INTERNATIONAL EXCHANGE STUDENT POLICY

1. Only students sponsored by agencies included in the Advisory List of International Educational Travel and Exchange Programs of the Council on Standards for International Educational Travel (CSIET) will be accepted as International Exchange Students at BHS.
2. International Exchange Students must be 17 years of age by September 1<sup>st</sup> of the year they are applying for application to BHS. **Students under the age of 17 will be considered on a case-by-case basis, and MAY BE allowed to attend with Principal approval.**
3. International Exchange students will be placed in the grade that corresponds to their school progress. That is, if they are in the 11<sup>th</sup> grade in their home country they will be in the 11<sup>th</sup> grade here.
4. International Exchange students must complete the required courses and standards for the grade they are enrolled in and must earn at least **6 credits** during the year.

## JUNIOR-SENIOR PROM, BANQUET & GRAND MARCH

Parents, families and friends are invited to attend the Grand March. Only juniors and seniors of Bagley High School and registered guests are eligible to participate in the Grand March, Banquet and Prom. Alternative Education students may participate only if they classified as a junior or senior, were enrolled in BHS as a full time student immediately prior to their placement at the ALP, and are pursuing a BHS diploma. Junior and senior student participants may be accompanied by their parent during the Grand March, if prior approval has been arranged with the BHS Principal.

Registered guests must have attained the sophomore year in high school to be eligible to attend the Grand March, Banquet, and Prom. Students may take an out-of-school guest as a date, provided he/she is at least a sophomore, and 20 years of age,

or under, and parents and students sign the prom contract. Students who are engaged to someone that is over 20 must individually approach the School Board for permission to bring their fiancée. The sophomore waiters and waitresses at the Banquet may not attend the Prom, unless they are a date of a BHS junior or senior. Students planning to attend the Prom must obtain a ticket in advance. The prom dance will begin at 9:00PM and end at 12:00 midnight.

### **LOCKERS**

All lockers are the property of the school and are provided for student use by the school. Lockers should be used to keep your textbooks and other school materials, when they are not in use, and any coats or other outdoor garments. Students are not to tamper with the locks. Doing so will result in disciplinary actions and fines. **Valuables should be kept on your person or left at home. The school will not be responsible for items lost or stolen.** Unauthorized locks may be removed from lockers in such a manner that will destroy the lock. In this event, the school or its officials are not liable for the cost of the lock.

### **LOCKER ROOMS**

Gym lockers are to be used for clothing for physical education classes and for extra-curricular sporting activities. Students should keep all materials they need during the school day in the hallway locker assigned to them, not in their gym locker. Locker rooms will be locked during the lunch breaks. Lockers should be kept locked at all times. **Electronic device use in any locker room related to school functions is prohibited. Students who are found to have taken pictures of other students in athletic locker rooms (on or off campus) will be subject to disciplinary consequences.**

### **MANDATED REPORTING OF CHILD ABUSE AND NEGLECT**

It is the policy of the Bagley Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clearwater County Social Services /Law Enforcement Agencies. It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

### **MEDIA CENTER SECURITY SYSTEM**

The BHS media center has a security system to help reduce the loss of books, periodicals, videos, and resources. No one is allowed to leave the library with any materials that have not been properly checked out. Students who willfully set off the alarm, or purposely try to remove property may be subject to disciplinary action which may include the loss of media center privileges. If the alarm sounds, remain calm and do not panic. The alarm may have been triggered accidentally. Please return to the check-out counter for assistance. To help prevent unwanted alarms, no books, CD's, video cassettes, etc., from other libraries, music stores, or video rental stores will be allowed into the BHS library media center

### **NON-DISCRIMINATION STATEMENT**

**Bagley Independent School District 162 does not discriminate on the basis of sex/gender, sexual orientation, race, color, creed, national origin, and religion, and disability, receipt of public assistance, marital status, or age.**

### **ONLINE PARENTVUE/STUDENTVUE – SYNERGY**

Synergy, the Bagley School District's student management system, allows parents and students to view most data related to school, including but not limited to the following: attendance, behavior, assignments, grades, school and district information. You will need an e-mail address to set up an account. Contact the High School Office for instructions on how to create an account.

### **PARENT/FAMILY/COMMUNITY INVOLVEMENT**

Research overwhelmingly demonstrates that parent/family/community involvement in children's learning is positively related to academic achievement. There are strong indications that the most effective forms of parent involvement are

those which engage parents and families working directly with their children on learning activities in the home or school. A child's first and most influential teachers are parents. Bagley Public Schools supports this research, encouraging parents, families and community members to get involved with our schools, and develop an active partnership which works toward continued improvement in our educational programming. Parents who would like to be involved in a parent committee to assist with parental involvement in the high school should call **David Gooch**.

### **PASSES**

"In-School Passes" are to be used when going from place to place inside the school building when classes are in session. Any student outside of a classroom or study hall during class time must have an In-School Pass in their possession. "Out-Of-School Passes" are to be used at all times when leaving. **Parent permission is required for all Out-of-School Passes.** Out-Of-School Passes can be obtained for medical, dental, legal appointments, and emergencies. **Parents must send a note, e-mail, or call the High School Office before any student will be issued an Out-of-School Pass. Students who leave the building without the appropriate pass will be subject to discipline.** Out-Of-School Passes will be authorized only on a very limited basis during the final week of school.

### **PEP FESTS**

Pep-fests may be scheduled by coaches or Student Council with the principal's consultation and approval.

### **PETS IN SCHOOL**

Family Pets are not allowed on school grounds or in classrooms at Bagley Public Schools. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies. Photos or videotapes of pets are an acceptable method of sharing a family pet.

### **PHYSICAL EDUCATION CLOTHING REQUIREMENTS**

The Physical Education clothing requirement consists of a "dress code compliant" T-shirt, shorts/athletic pants, socks, and athletic shoes that don't leave marks on the gym floors. Students must have athletic shoes that tie and give good support. No Skating-type shoes or flip-flops will be allowed. Student names should be on all gym clothing items. Showers are recommended but not required after gym classes.

### **PLEDGE OF ALLEGIANCE**

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Everyone must respect another person's right to make that choice. Students will receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **RELIGIOUS RELEASE TIME INSTRUCTION**

Students will be released from class one hour per week for religious instruction. Parents must notify their minister and the minister will notify the school as to who should be released. No student will be released unless the minister notifies the school. Release Time will be held each Wednesday from the first Wednesday in October through the last Wednesday in April.

### **REWARD POLICY**

It is the policy of the Board of Education to authorize up to \$500.00 reward for information leading to the arrest, conviction or confession of any person or persons (A) causing damage and/or terrorist threats to the property of the school and its employees or (B) involved in theft within the school. Payments of rewards will be authorized by the Superintendent of Schools to the Bagley Chief of Police and/or Clearwater County Sheriff. Information can be turned over to any school official, the Bagley Chief of Police, or the Clearwater County Sheriff.

## SCHOOL REACH

Bagley ISD #162 has implemented School Reach as tool for notification and communication with our families. School Reach will be used to notify parents of school closings and late starts or early outs due to weather, attendance, activities that are occurring at our schools and other pertinent information that parents need. School reach is interfaced with our new student management system, Synergy, so if your information is up to date in Synergy it will be up to date in School Reach. If you are not getting messages, please call the High School Office.

## SCHOOL RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provides parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

Students and parents may review school records by making an appointment with the principal for that purpose. Copies of information in a student’s file may be obtained. Parents may add additional information to the student file and may request in writing that items be removed. **For the complete policy and public notice regarding student records, refer to School Board Policy 515 on the Bagley website.**

## SEARCH AND SEIZURE

**All lockers and desks are the property of the school** and are provided for students use by the school. Lockers are subject to periodic inspection for cleanliness, **and may be entered by the principal or designee at any time, for any reason, without notice or student consent and without a search warrant.** The personal possessions of students within a school locker may be searched when school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

School officials may search individual students and their property (including motor vehicles) when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the school and district. Discretion, good judgment, and common sense will be exercised in all cases of search and seizure.

## SECTION 504 POLICY

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a a qualifying disability in any program receiving financial assistance. The Act defines a person with a qualifying disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working).
2. Has a record of such impairment, or
3. Is regarded as having such an impairment.

It is the policy of the Bagley Public Schools not to discriminate on the basis of a qualifying disability in admission or access to, or treatment or employment in, its programs and activities. There is a grievance procedure that can be found on the school website, along with the full policy. The District has designated the following individuals to coordinate compliance with Section 504 of Rehabilitation Act of 1973, American Disabilities Act. of 1972.

Section 504 Coordinator:  
Superintendent Steve Cairns  
202 Bagley Avenue North  
Bagley, MN. 56621  
Phone [\(218\) 694-6184](tel:2186946184)

Alternate Section 504 Coordinator:  
BHS Principal **David Gooch**  
1130 Main Avenue North  
Bagley, MN. 56621  
Phone [\(218\) 694-3120](tel:2186943120)

## SELLING ITEMS ON SCHOOL GROUNDS

Students are prohibited from selling anything on school grounds without permission of the principal.

### **SPECTATOR BUS**

Spectator buses may be available to out-of-town activities if there are a large enough number of students who sign up. Students who have been disciplined and assigned DETENTION during that current school year for any reasons other than attendance related reasons, will not be allowed to ride a spectator bus. If a student is eligible to ride the spectator bus, he/she must sign the sheet in the office by noon the day before the event. When the student signs the sheet, he/she must pay for the ride and ticket. When there is no admission the student must pay for the bus ride only. Students will not be allowed to ride the bus if they fail to sign up by the deadline. Students are required to ride the bus both ways and conduct themselves like ladies and gentlemen. They are expected to sit in our cheering section and support our team. If students want to ride home with their parents or relatives, they must bring a written request from their parents or guardian to the principal at the time they sign up for the bus. If students do not follow the spectator bus policy, they will not be permitted to ride the bus to future events.

### **SPORTSMANSHIP**

Students and parents are invited to attend sporting events, musical events, and drama events at Bagley High School. Good sportsmanship should be exhibited by our athletes, student spectators and parent spectators. Respectful behavior should always be exhibited when enjoying our students and their performances. The complete Bagley School District Sportsmanship Position Policy is available at the Superintendent's Office.

### **SPEED ZONE**

The speed limit around the school is 10 MPH. This will be strictly enforced by school officials and area law enforcement.

### **STUDENTS OVER 18 YEARS OLD**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

### **TRANSPORTATION-BUS SAFETY**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

Students should get to the bus stop five minutes before your scheduled pick-up time and behave appropriately while waiting for the bus. Stay away from the street road, or highway while waiting for the bus and wait until the bus stops before approaching the bus. When exiting the bus, students should move away from the bus and wait for the driver to signal before crossing the street. Always cross in front of the bus where the driver can see you.

When on the bus, students are expected to behave appropriately and follow the bus driver's directives. Students should remain seated while on the bus and refrain from throwing things, switching seats, or any behavior which may distract the driver. Students who do not follow bus rules may be suspended from the bus or, in severe cases, bus privileges may be revoked. See the complete Student Transportation Safety Policy on the school website or respective school offices.

### **USE OF PEST CONTROL MATERIALS**

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## USE OF TRAINED DOGS

In an effort to keep the schools free of drugs, alcohol, and firearms, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff any person.

Trained dogs' sniffing in cars and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or car provides reasonable cause for a search of the locker or car only if the dog is reasonably reliable in indicating that contraband is present. The above inspections shall be unannounced and may be made at the discretion of the administration. If a student refuses to consent to the search of a vehicle, local law enforcement may obtain a search warrant based on a dog's alert on the vehicle. If any contraband is found in the vehicle, appropriate police action will be taken.

## VENDING MACHINES & ENERGY DRINKS NEW WORDING

Vending machines will not sell soda-pop or candy **prior to 3:30 pm**. Vending machines will only offer healthy food/snack/beverages options **during the school day**. These machines can be shut down by school officials if circumstances warrant it. (Example - materials left in lunchroom or any vandalism in school building). No type of food or liquid should be consumed outside of the cafeteria by the student body. Students violating this will have any food or liquid taken away from them and thrown away by any staff member. For health and safety reasons BHS is banning the consumption/possession of high energy drinks on campus. These energy drinks include but are not limited to the following: Full Throttle, Monster, Amp, Red Bull, etc. **Students violating this will have any food or liquid taken away from them and thrown away by any staff member. Repeat offenders will be subject to other disciplinary measures.**

## VIDEO RECORDING POLICY

It is the practice of the Bagley School District to use video recordings to record students in various settings around the school including but not limited to the; hallways, classrooms, school buses, school grounds and parking lots. These recordings are considered to be private data on individuals and may not be released to or viewed by the public without an appropriate release by the superintendent of schools. The recording will be used for various reasons by the school such as a basis for discipline, security, or other investigations. Recordings used as evidence in policy or safety violations will be retained by the school district and/or law enforcement agencies.

## VISITING SCHOOL

All school doors will be locked at 8:30 AM for building security reasons. Visitors and late students need to be buzzed in to the main entrance of the building and should report directly to the principal's office. Visitors are to explain the nature of their visit to the secretary at the main desk and are required to sign in/out at the main desk and wear a name badge while in the building. If the purpose of the visit is to come in and spend part of the day observing the functioning of the school at facilities, permission must be secured in advance from the Principal or her designee. Bagley High School students are not allowed to bring friends to school/class as visitors. Student visitors are allowed at Bagley High School only for open enrollment considerations. Parents must call and arrange the visit in advance and must accompany the student on the visit. Any student who is in the building during the school day without permission may be charged with trespassing.

## HEALTH SERVICES

Bagley District #162 Health Services are provided through Clearwater County Nursing Service, which includes a part-time nurse for consultation and direct service as necessary. A trained health assistant is available to assess whether students need to go home for health reasons and to administer medication. Students in grades 7-12, with written permission from their parents, may carry and take over-the-counter pain medication. All prescription medication must be turned in to the health office and administered by the school nurse or her designee, who is trained to administer medication. Parental signatures and a signature from a physician must be on file if prescription medication is to be administered at school. All prescriptions must be in the original bottle from the pharmacy, with the name and dose of the medication clearly stated. See the school website for the complete policy on student medication. If you have any questions, please call Marissa Hetland at 218-694-6581.

## ASTHMA INHALER LAW

The Minnesota legislature enacted language during the 2001 session (Section 121A.22) that allows public elementary and secondary school students to possess and use inhalers prescribed for asthma or airway disease. It is critical that the inhaled medications be done in a manner that allows students to maintain self-administered safety and therefore:

- The inhaler must be properly labeled for each student (name of student, name of medication, dosage, time, route).
- Each parent must file a written authorization form (available at the High School Office) permitting self-administration and possession of the inhaler by the student.
- A written verification must be filed with the school from the prescribing professional (physician, nurse practitioner) that documents an assessment of the student's knowledge/skills to safely possess/use an asthma inhaler in a school setting.

**Forms may be obtained at the High School Office.**

## IMMUNIZATIONS

**As of September 1, 2004, students entering grade 7 must show documentation of completed vaccinations against MMR (measles, mumps, and rubella), diphtheria, tetanus, Hepatitis B, Varicella (Chicken Pox), and Polio.** Students who do not provide proof of immunizations may be excluded from school until the school has proof of immunization or parents provide a legal exemption. Students who cannot be vaccinated for medical reasons or whose parents are conscientiously opposed to immunization may receive a legal exemption. Records kept by parents are acceptable, provided they include the specific date of each immunization.

## HEAD LICE NO NIT POLICY

Head lice can be a recurring problem each school year. When necessary, the school will have head checks. If lice are detected in your student, you will be called to pick your student from school. The school does maintain a "no nit" policy and it is strictly enforced. This means that all nits must be removed from the hair before a student may be allowed back to school. See the complete policy for more information or call Clearwater County Nursing Service for information on how to get rid of head lice.

## ACADEMIC INFORMATION

### ALTERNATIVE INSTRUCTION

Minn. Stat. §120B.20. Each school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, "to make reasonable arrangements" with school personnel (Teacher/Principal) for "alternative instruction." Alternative instruction (consistent with Minnesota /law) may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

## ACADEMIC LETTER

Bagley Junior-Senior High School inaugurated the Academic Letter Program during the 1984-85 school year. The BHS Academic Letter is awarded to any student in grades 7-12 who maintains a **year-long cumulative Grade Point Average of 3.665 or higher** as determined once each school year at the end of 4<sup>th</sup> quarter. Seventh and eighth grade Cumulative GPA's are to be distinguished from Senior High (9-12) level Cumulative GPA's because credits begin to accumulate toward the Graduation requirement in the 9<sup>th</sup> grade year. Therefore, there is a Cumulative GPA after each of the 7<sup>th</sup> and 8<sup>th</sup> grade years, and also a new Cumulative GPA for grades 9-12. At least three quarters of the school year must be completed at Bagley High School in order to be eligible for the Academic Letter. Students participating in home school, alternative education or PSEO are not eligible for the Academic letter. The honors relate to the academic performance in the regular

high school program. Students who have not participated in the regular program at BHS may qualify for honors at the institution they attend, but not at both.

### **AP CLASSES**

It shall be the policy of the district that students enrolled in Advanced Placement courses will have an adjusted grading scale on their high school transcript for the following classes: Anatomy and Physiology, Advanced Placement Biology, Advanced Placement English, and Advanced Placement Calculus. The adjusted grading scale will be determined by the teacher and stated on the AP Class Syllabus.

### **CREDIT FOR LEARNING**

Students (9-12) may be granted credit for learning opportunities achieved in activities outside of school including: advanced enrichment programs, community service, work-based learning, etc. This request cannot be used for failed courses.

- When a student requests recognition of work completed but for which no academic transcript exists, the student shall make application to the counselor or principal describing the experiences and providing verification of hours associated with the experience. Evidence of completion might include letters of support, written tests or interviews, certificate of education hours/units, actual performances or demonstrations assessed by staff or others knowledgeable about the subject area.
- Upon the principal or counselor's determination of successful submission of the required evidence, the decided amount of credit shall be noted on the student's transcript as P (pass). This grade will not count in class rank, GPA and honor roll.

### **CREDIT BY ASSESSMENT**

A 9-12 grade student who has gained conceptual knowledge and skills necessary to pass a course may elect to earn credit for a course by successfully completing the district credit by assessment application. Minnesota Department of Education's definition of a credit: "A credit is equivalent to successful completion of an academic year of study, (OR) student mastery of applicable subject matter."

The application must include evidence that the student has advanced experience or achievement in the subject area to be considered. Parent signature must accompany the application. Application for credit by assessment must be made to the school counselor by May 15<sup>th</sup> for the first semester and November 15<sup>th</sup> for second semester. Additional information and the application for credit by assessment are available from the school counselor.

### **DROPPING OR ADDING COURSES**

Changing a course must be done within the first five school days of each semester. Priority will be given to students who are scheduled for a course that they have already taken, are completing at Alternative Education, or are inappropriately placed. Schedule changes will not be made for students who wish to change a class to be with friends or change instructor. Only in special extenuating circumstances will a student be allowed to drop a class after the first five school days have passed. In such cases the student must have parent and instructor permission, principal/counselor approval and can only drop the course at the end of a grading period. Partial credit for courses that are not completed will not be granted unless the principal/counselor makes a special exception.

### **GRADE LEVEL CLASSIFICATION**

The following guidelines can be used to determine the number of credits needed for advancement in each of the grades. Although most credits are earned through our high school course work, credits can also be earned through alternative programs, or can be transferred in from other school systems and programs (see counselor).

#### **Grades 7 – 8**

- Students are required to pass four core classes (English, Math, Social and Science).
- Students who receive an 'F' or 'N' will either need to attend summer school or remediate the failed core classes on an individual basis (if summer school is not offered).

- Interventions will be put into place for students who fail three or more core classes as an alternative to retention, which will include remediation and a contract with the family.
- Grade retention in junior high will be determined on an individual basis.

### Grades 9 – 12

- Students are required to pass all classes required for graduation. If a student receives an ‘F’ or ‘N’ in a required class, they will need to repeat the course.
- Students with **fewer than 4 credits** will be classified as **Freshman**
- Students who have successfully passed **4-8.5 credits** will be classified as sophomores.
- Students who have successfully passed **9-14.5 credits** will be classified as sophomores.
- Students must successfully pass a minimum of **15 credits** to be classified as seniors..
- Several classes have college credit available from the University of Minnesota Crookston or Northland Community College. These classes include: AP English, AP Calculus, Trigonometry, Spanish III, Anatomy, and AP Biology. In addition, there is College in the High School On-line Learning Options for college credit. To be eligible for “college in the high school” credit, students must be in grades 11–12 with a 3.0 CUM grade point average or above.
- BHS encourages you to speak to our counselor or principal for assistance regarding any programs you may be considering for accumulating graduation credits.

### GRADING SYSTEM

The Bagley High School system of marking is as follows:

- A** -- Excellent: the student does more than is required of him/her and does it exceptionally well.
- B** -- Above average: the student does all that is asked of him/her and does it well.
- C** -- Average: the student does what is asked of him/her and does it satisfactorily.
- D** -- Below average: the student fails to do the work required of him/her or his/her work is not of a satisfactory standard, though not poor enough for failure.
- F** -- Failure: the student fails to do the work required of him/her, and what he/she does is of poor quality.
- I** -- Incomplete work. Must be made up within 2 weeks after the issuance of report cards. (Incomplete Grades)
- N** – Cannot be given any credit for the course because student has too many absences in the class (See Attendance)
- P** – Pass. Student has successfully completed coursework and tasks assigned.

The following is the suggested grading percentage range; individual teachers grading may vary slightly.

Percentage Range	Letter Grade	G.P.A. Weight
95-100	A	4.000
90-94	A-	3.670
86-89	B+	3.330
83-85	B	3.000
80-82	B-	2.670
76-79	C+	2.330
73-75	C	2.000
70-72	C-	1.670
66-69	D+	1.330
63-65	D	1.000
60-62	D-	0.670
Below 60	F	0.000

### HONOR ROLL

There is an Honor Roll at the end of each quarter. The requirements for the Honor Roll are as follows:

**A Honor Roll    Quarter GPA 3.665-4.000**

**B Honor Roll    Quarter GPA 2.995-3.664**

Students must be enrolled in 5 periods of eligible classes per day per quarter to be eligible for Honor Roll consideration. All classes will be used in computing honor roll except the following: work periods, teacher & custodial aides, office workers, pass/fail courses, and all ‘basic’ level courses. \*Note - Basic level courses contain only partial academic standards for their respective content areas and are therefore graded as pass/fail courses.

## INCOMPLETE GRADES

Incomplete work and incomplete grades impede the normal education progress of a student. Most courses serve to provide a basic foundation for all other learning and at times are required prerequisites for advanced courses. All incomplete grades must be made up within two weeks from the last day of the quarter, unless otherwise arranged with the principal and instructor. If the grade has not been made up within the allowed two-week period, the "I" will be recorded as an "F". If a student meets requirements for the A or B Honor Roll, a certificate will be awarded upon completion of incomplete grades.

## INDEPENDENT STUDY

Students wanting to pursue a course as Independent Study must be a junior or senior with a "B" average or better. Students are limited to one Independent Study course per semester. An application is available in the Guidance Office. The application must include signatures from the student, parent and supervising teacher. The supervising teacher must attach a course syllabus that outlines the course objectives, grading scale and student expectations. The independent study course will be graded A-F using the districts recommended grading scale. The application must be approved by the school counselor or principal before the student will be registered for the independent study course.

## NATIONAL HONOR SOCIETY

The selection of members to the National Honor Society results from the following process. International exchange students, students participating in home school, alternative education, or PSEO are not eligible for National Honor Society. All juniors and seniors who have at least a 3.0 cumulative grade are eligible for NHS. Selection is based on a scoring system which includes GPA, character, leadership and service. Names are removed prior to computerized tabulation of each individual's scores and the final selection is based upon a review of scores only-- no names are known or considered during the final selection.

## ON-LINE LEARNING

The On-line Learning Option Act allows Minnesota schools to offer various online courses for credit to public school students. On-line providers must be certified by the Minnesota Department of Education. Students are not allowed to take courses that already exist in the district's current curriculum unless approved by the school counselor or principal. **Any student who intends to enroll in on-line learning must meet with the school counselor or principal to review eligibility and course offerings two weeks prior to the beginning of the semester in which the on-line course will be taken.** The application must be received prior to the start of the on-line course. Please contact the counselor for the complete policy and procedure.

## POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

The Post-Secondary Enrollment Options Act provides an opportunity for students in grades 10-12, who meet academic eligibility requirements, to enroll in courses at many Minnesota post-secondary institutions. **Tenth grade students, except foreign exchange students, may apply for PSEO enrollment in one career and technical education course at a Minnesota State College and University (MNSCU) institution. Tenth grade students must have passed the 8th grade reading MCA in order to participate.** Communication between the student, parents, and the school counselor will help insure academic success, **and state law (2012) requires that students notify the counselor no later than May 30<sup>th</sup> if they intend to participate in PSEO in the next academic year.** Please contact the counselor for the complete policy and procedure for PSEO.

## REPORT CARDS

Report cards will be issued approximately one week after the end of the grading period. The report cards will be given to the students to take home at the end of the first three quarters. The final 4<sup>th</sup> quarter report card will be mailed after the close of the school year. A mid-term progress report will be printed for all students during the middle of each quarter, and these will be handed out (not mailed) at Parent-Teacher Conferences.

## **RIGOROUS COURSE OF STUDY WAIVER** (Adopted 4/17/2006)

The Education Omnibus Bill provides local schools authority to grant a rigorous course of study waiver for a student who satisfactorily completes a rigorous course that meets or exceeds the corresponding academic standards required by law for high school graduation. In order for a rigorous course waiver to be approved all three of the following requirements must be met:

1. The student is participating in a course of study, learning opportunity outside the district or school curriculum, or an approved employment preparatory program or postsecondary education that is equally or more rigorous than the corresponding state or local academic standard or course; and
2. The student would be precluded from participating in the rigorous course of study if the student were required to achieve the academic standard to be waived; and
3. The student satisfactorily completes the requirements for the rigorous course of study learning opportunity, or preparatory employment or postsecondary education program.

<b>Bagley School District 162 recognizes waivers for the following rigorous courses if the student meets the conditions listed above.</b>	
<b>Rigorous Course</b>	<b>Corresponding State Standards</b>
AP English	Reading & Literature, Writing (covered in English 12)
Humanities	World History
Advanced Geography	Geography (covered in World History/Geog.)

## **SCIENCE FAIR PROGRAM**

### **Major Expectations:**

1. Students must produce original research and present it at the Northern Minnesota Regional Science Fair in February.
2. Students must perform a quality literature search for information relating to the science fair project.
3. Students must possess a high level of self-motivation to successfully complete and present their research project.

### **Project Costs:**

1. All research and project costs are the responsibility of the student unless advisor and administrative permission is granted to cover project items. Student display board materials that are reusable are paid by the school district.
3. School equipment and technologies may be used for research and experimental purposes.
4. All registration and travel costs are paid by the school district.

### **Eligibility:**

1. The marking period immediately prior to a science fair competition will determine student eligibility for that competition. Students must be passing all classes to compete.
2. Any student in violation of MSHSL rules will not be eligible to compete in science fair competitions.

## **TEACHER ASSISTANT/OFFICE WORKER**

Juniors and seniors with a minimum GPA of 2.5 are eligible to be a T.A. or office worker. Students are limited to one per semester. The course is graded as Pass/No Pass. No grade points are earned for GPA or Honor Roll. Students are responsible for finding their own teaching assistant positions and a form must be signed by the supervising teacher and returned to the Guidance Office before the course will be added to the student's schedule.

## **WORK PERIODS**

Students are allowed to take up to one work period per semester with parental permission. Students will not receive a credit or a grade. Students will be expected to bring homework or a book to read during work period. Passes out of work period must be earned through good behavior and attendance.

## **YOUTH SERVICE**

Students are encouraged to participate in youth service activities. Students can earn credit for Youth Service experiences through the following procedure.

1. Enroll in the Youth Service experience by submitting a proposal and receiving approval for participation. The proposal will include; the name of the supervisor, how long the service opportunity will last, anticipated hours of service, how the hours will be verified and a description of the activity.
2. Complete 60, 80, 120 or more hours of verified service through one of the many programs.
3. Upon documented completion of service, credit will be granted according to the hours of service completed. I.e. 1/4 credit=60 hours, 1/3 credit=80 hours, 1/2 credit = 120 hours. The letter grade of P along with the credit will be recorded on the transcript. This will not be applied to the GPA or honor roll.
4. A maximum of 1 credit for youth services may be applied toward graduation.
5. Youth Service opportunities may be in or out of school. In School opportunities include: Student Council Officers, Project Trust, Meeters and Greeters. Activities used for credit and must not be for pay.

This opportunity is for activities that meet the objectives for Youth Service Education.

## **GRADUATION INFORMATION**

### **EARLY GRADUATION POLICY**

Following in accordance with recent changes in Minnesota State Law, School District #162 recognizes a provision for early graduation. Students successfully completing all School District graduation requirements as set forth in the student handbook – Graduation Requirements section – are eligible to opt for early graduation. A student meeting these criteria may formally check out of school at the conclusion of any credit-earning period and be awarded their diploma (upon delivery from the manufacturer in May) from the principal. Upon checking out from BHS, the student is considered a graduate and no longer in attendance or eligible to participate in the school day or any high school extra-curricular sports, student functions, or events. **Early graduates may participate in the Graduation Ceremony.**

### **GRADUATION REQUIREMENTS**

School District #162 requires the successful completion of **24 credits**. **State law does not have a testing requirement for students**

Requirements for graduation include the successful completion of the following **required 17.5 credits plus 6.5 electives**:

- 4 credits in language arts, including: English 9, 10, 11, English 12 and .5 credit of English elective or AP English 12
- 3 credits of math, including: Algebra, Geometry, and **Algebra II for students who graduate in 2015 and beyond. Students who are not proficient on the 11<sup>th</sup> grade MCA Test in Mathematics are required to take an additional credit of math their senior year.**
- 3 credits of science, including: Science 9 and Biology Chemistry or Physics. **4 credits of social studies, including: Civics 9; U.S. History 10; World History 11; Geography 12 (1/2) and Economics 12 (1/2)**
- 1 credit in the arts (music, theater, dance, or visual art)
- .5 credit in Health
- .5 credit in PE 9
- 1.5 credits in technical/vocational courses from Career, Business, or Industrial Tech Education
- Additional elective credits (**6.5 credits minimum**)

### **HONOR GRADUATES**

Bagley High School recognizes Honor Students, High Honor Students, Salutatorian and Valedictorian at graduation. All students graduating from Bagley High School that have earned at least a 3.5 cumulative GPA in courses completed in their high school career will be recognized as honor graduates and students earning at least a 3.8 cumulative GPA in courses completed will be recognized as high honor graduates. The student with the highest cumulative GPA will be recognized as the Valedictorian and the student with the second highest cumulative GPA will be recognized as the Salutatorian; both must have taken at least five eligible courses that count towards the GPA during their senior year. All ties will be broken based on the number of College in the High School courses taken. If the tie cannot be broken, the tie will remain and more than one student may be recognized for each award. Students participating in home school, alternative education, or PSEO are not eligible for Valedictorian or Salutatorian honors.

## INTERNATIONAL EXCHANGE STUDENT

### GRADUATION REQUIREMENTS

International Exchange students who are classified as seniors and wish to receive a high school diploma **must successfully complete required senior classes and must have equivalent coursework and credit requirements as determined by the High School Counselor.**

### PARTICIPATION IN THE GRADUATION CEREMONY

1. The student must be a full time student in accordance with the regular attendance policy. Students must be enrolled at Bagley High School for the semester prior to graduation. PSEO students are considered enrolled at BHS.
2. Be within two credits of completing the graduation requirements and the incomplete credits are in progress. This means that the student is registered for the necessary number of courses to complete the requirements for the diploma or be enrolled in courses in an alternative education program
3. All unpaid fees (bills) that have accumulated during the student's career at BHS must be paid in full prior to graduation
4. All students must complete any detention or in-school suspension or any other disciplinary assignments in order to participate in the commencement exercises.
5. If it becomes evident that any student has used alcohol or any other controlled substance prior to the graduation ceremony, that student will be reported to law enforcement. The student will also be asked to leave the premises and will not be allowed to participate in the commencement exercises.
6. Students able to participate in commencement who have not completed all requirements will receive a diploma cover. Diplomas will be awarded only upon satisfactory completion of all graduation requirements.

### SENIORS LAST DAY OF SCHOOL

**THE CLASS OF 2017 STUDENTS' LAST DAY OF SCHOOL WILL BE THURSDAY MAY 25, 2017 UNDER THE FOLLOWING CONDITIONS:**

- **There is NO SENIOR SKIP DAY. Senior skip day would be defined as any ONE day where 30% or more of the seniors are not in attendance at Bagley High School (not including field trips).**
- **In the event that there would be a senior skip day (as defined above), the last day of school for the Class of 2017 would be WEDNESDAY, MAY 31, 2017 with graduation rehearsal being held on THURSDAY JUNE 1, 2017.**
- **If seniors are required to attend until WEDNESDAY MAY 31, 2017 any senior not in attendance on those days would have to make up the time missed before they would be issued their diploma.**
- **Weather related closures could change the last day of attendance for seniors.**

### ATTENDANCE POLICIES & PROCEDURES

#### ATTENDANCE POLICY AND REGULATIONS

This policy outlines the attendance regulations for Bagley Junior-Senior High School 18 years and under.

1. Minnesota State Law requires that all persons under sixteen years of age attend school. Students 16-18 years of age may drop out of school after having met with a school official and their parent/guardian. After the meeting, the student can drop out of school by issuing a written notice signed by the students and the parent/guardian stating that both parties agree that the student can drop out.
2. Students are expected to be in their classes no later than 8:24am and are expected to be on time to all classes.
3. Students may not leave the school grounds during the day unless an out-of-school pass has been obtained. The only way a student may obtain an out-of-school pass is with a written note from a parent/guardian stating the reason for the requested absence, date, and time student needs to leave. **RUNNING ERRANDS AND GOING OUT TO LUNCH WILL NOT BE ALLOWED ON AN OUT-OF-SCHOOL PASS UNLESS APPROVED BY THE PRINCIPAL**

**OR DEAN OF STUDENTS. Out-of-School passes must be obtained from High School Office personnel either before school or during the lunch periods ONLY.** Any student seen off the school grounds during the school day, without an out-of-school pass is automatically considered to be skipping that part of the day and shall be dealt with accordingly.

4. Students will be granted an excused absence by bringing a note which meets at least one of the criteria listed below:
  - A. Medical, dental or legal emergency or appointment.
  - B. Participation in extended family travel, or community sponsored activity.
  - C. Family emergency such as work if not excessive, or a death in the family.
5. All students will be required to bring a note from home stating the reason for the absence or the absence will not be excused. The admit slip will show the date and class periods of the absence, and if it is excused or not excused. The admit slip must be picked-up no later than 8:24am.
6. Students who have an excused absence will be allowed to make up missed work. **Work that was previously assigned and due on the first day absent will be due upon return to school.** The student will have the one plus the number of days absent to make-up the work assigned during the days absent. (Example – misses 2 days, he/she has 3 days to get the make-up work in.) It is the student’s responsibility to gather missed assignments and submit the completed work.
7. Examples of common unexcused absences include but are not limited to: convenience shopping, hair appointments, missing the bus, over sleeping, recreational outing not authorized by the school district, skipping, etc

### ATTENDANCE AND EARNING CREDIT

Credits required for graduation from Bagley High School can be earned by meeting the following two conditions:

1. A student must receive a final course grade of D- or better.
2. A student must not be absent (excluding suspension or court placements), excused or unexcused, for more than 6 days in a quarter class (junior high) or 10 days in a semester class.
  - A. Extended Days- the Principal has the authority to grant **five additional days of absence per year** due to exceptional reasons (example: extended medical reasons, emergency or catastrophic event or other unforeseen tragedy). **Additional days (over five) of medical absences may be granted with medical verification.** Such additional days might be granted after the 6 or 10 day limit has been reached. Extended days for advanced absences need to be applied for before the absences occur (example family trip). Up to 5 extended days will be granted for the purpose of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat zone supporting post.
  - B. Students participating in homebound or school-sponsored activities will be classified as being in attendance.
  - C. Students who have exceeded the allowable number of days will receive a final grade of “N” and will not receive credit for the course.
  - ~~D.~~ **Opportunities for N remediation (seat time – hour for hour) to recover credit will be provided at the end of each semester (summer school after Spring semester) and includes completion of assignments from the class in which the N was recorded, alternate assignments provided by the teacher monitoring the remediation, and/or community service to the school.**
  - E. The appeal process: If a parent or student wishes to appeal a final “N” grade earned in one or more classes, they must notify the principal of their intent within 10 school days of the issuance of the report card containing the final “N” grade. The principal will conduct an investigation and examine the facts of the case then render a decision. If the parent or student is not satisfied with the principal’s decision, the parent or student can request that the appeal board review the case. The appeal board will consist of a principal (non-voting), a counselor, a home school coordinator, and three teachers. The appeal board will investigate the matter and render its decision of the appeal board then the parent or student may ask the superintendent to have the Board of Education review the case. The superintendent and Board will review the case and render their decision. This decision is final.

**ATTENTION STUDENTS WHO PLAN TO BE ABSENT FOR DEER HUNTING:** If you plan to miss school to hunt, you are required to bring a note from home indicating your intention to go hunting and which days you plan to be absent. You **MUST** get an advance make-up slip from the office **BEFORE** you are absent in order to receive **EXCUSED absences.** Students are allowed **TWO (2) EXCUSED absences** for deer hunting – please remember that these days **ARE COUNTED** toward your allowed absences for Quarter 2 (as per the attendance policy), **PLEASE USE DISCRETION** as to whether you can afford to be absent to hunt. (6-9-09)

## TRUANCY

Pursuant to state laws and regulations, students shall be in attendance each day that school is in session. Truancy, for purposes of this policy, is the absencing of one's self from school or class without the approval of the school. Bagley Schools will process all truancy in accordance to Minnesota Law (Minn. Statute 260A) or the White Earth Band of Chippewa Tribal Juvenile Justice Code. Parents will be notified by mail after three days of truancy or one or more class periods on three days. Parents and the appropriate county/tribal authorities will be notified of habitual truancy after seven days of truancy or one or more class periods of truancy on seven cumulative days. Truancy reporting is based on cumulative days of truancy during any one school year.

## BEHAVIORAL EXPECTATIONS

### ACCEPTABLE TECHNOLOGY USE

**An appropriate Acceptable Use Agreement will be acknowledged and presented annually for all employees.**

The Bagley School District offers internet access and e-mail for student use. The district's on-line system has been established for educational purposes, which includes classroom activities, professional and career development and school administration. The district has the right to place restrictions on the material accessed and has installed software that is designed to prevent students from accessing inappropriate or unacceptable websites.

Proper behavior as it relates to the use of computers is no different than proper behavior in any other aspect of student life. All students are expected to use the computers and computer network in a responsible, ethical, and polite manner. Transmission of any material in violation of federal or state law is prohibited; this includes, but is not limited to: copyright laws, trade secrets, threatening or obscene materials and other criminal activity. Use of computers or the network for commercial activities, product solicitations, or political lobbying is prohibited. Downloading of applications, executables, videos and music is strictly prohibited without prior approval of the network administrator.

Student use of the computers and computer network is only allowed when supervised by a staff member. Accessing the files and/or documents of others is prohibited. Taking advantage of a student or faculty member who accidentally leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property. **There is NO PRIVACY on the school network.** System managers have access to all mail, internet use, and other documents and reserve the right to monitor the use of Bagley School Networks.

The complete Acceptable Use Policy may be found on the school website or the respective offices. Violations of this policy may result in (but is not limited to): loss of computer privileges, loss of internet access, detention or suspension.

## ALCOHOL, TOBACCO AND NARCOTICS

State law forbids possession and use of alcohol to anyone under the age of 21. Possession and use of narcotics without a prescription is illegal at any age. State law forbids possession and use of tobacco to anyone under the age of 18. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 18.

The School Board does not permit students to ~~use or possess tobacco, alcohol, or narcotics~~ **consume, possess, purchase, sell or distribute products containing alcohol, or delivering nicotine, tobacco and other chemicals (eg e-cigarettes); or products that alter the central nervous system (eg synthetic drugs, glue, bath salts etc.,** on school premises, at school activities or on school buses. In addition, students may not possess or use at any school-sponsored activity including dances, contests or other activities such behavior will be subject to regular school rules and penalties for such offense.

Current State law requires that law enforcement agencies are required to notify school officials of any violation concerning alcohol and other drugs. **In the event of any alcohol, tobacco, or other drug violations, a school pre-assessment team is required to discuss each incident and make recommendations for follow-up actions for the student.**

Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation may be made available to the student's parent or guardian by appointment, or to the legal authorities, if proper, under the circumstances.

### **APPROPRIATE LANGUAGE**

It is the belief of ISD No. 162 that to permit vulgar, indecent, offensive or lewd language, either written or spoken, including pornography, undermines the school's basic educational mission. Any student who chooses to use such language or possess such material will be disciplined. Disciplinary action may, at the discretion of the principal, include suspension from school for disruptive or inappropriate conduct.

### **ASSEMBLY BEHAVIOR REGULATIONS**

During school assemblies, Bagley High School students (7-12) are expected to listen carefully, pay attention and not talk during the presentations. Behaviors which are in any way disrespectful to school guests, performers, faculty or administrators will not be tolerated. Students who fail to meet the above behavior expectations may be removed from said assembly and will not be able to attend the next three (3) assemblies.

### **BULLYING**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of student, is prohibited on school district property, at school-related functions, and on district transportation.

**Bullying is defined as any behavior that intimidates, threatens, is abusive or harming to another individual, with an actual or perceived imbalance of power and is repeated or forms a pattern; or materially and substantially interferes with a student's education opportunity, performance, or participation in school functions and activities. Such behavior can be verbal, non-verbal, in writing or in any electronic form. This policy applies not only to students who directly engage in bullying but also to students who, by their indirect behavior, condone or support a student's act of bullying. Bystanders can also receive disciplinary consequences if their behavior is found to be indirectly supportive of the bullying behavior.**

**Forms to report bullying as per this policy are available in the High School Office. Each incident will be investigated as detailed in the complete "Bullying Prohibition Policy" (514), which is available on the Bagley District Website or in the policy manuals in the High School Office.**

### **DRIVING POLICY**

Students will not be authorized to drive or ride in any vehicle during any part of the school day, including senior high lunch, except with **parental permission or permission from the Principal**. Any student in a vehicle during the school day without permission will be suspended for a period not to exceed two days. Habitual violation of the driving policy will result in suspension from school and/or loss of school parking privilege. Permission to drive on a particular day will be granted only under the following circumstances: presentation of written parental request specifying a medical, dental or legal appointment or an emergency as defined under our "Excused Absence" criteria.

### **DRESS CODE**

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and dress is vital to the success of an individual and to those with whom the student shares a classroom or locker.

1. Students should not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, laboratories, athletics, physical education, etc.
2. Clothing must cover the shoulders, midriff, chest torso and undergarments. Clothing that is revealing as determined by administration is prohibited (examples include; halter tops, spaghetti straps, tube tops, muscle shirts and see-through clothing).
3. Skirts and shorts must be fingertip length or fall half-way between the knee and thigh, whichever is longer, as determined by administration.

4. **Pants must be worn in a manner consistent with pants staying up and not displaying undergarments. In other words, pants must be secured around the waist, not the hips.**
5. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement must be avoided.
6. ISD #162 does not permit or condone student apparel which contains language that may be considered harassment. Examples include all clothing that has words, symbols, pictures which are obscene, vulgar, abusive, discriminatory, racist, and sexist or chemicals, tobacco or any other controlled substance products.
7. Gang clothing including trench coats, chains, bandannas, artifacts, gang signs or graffiti is not permitted in school. Clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups or supremacist groups is prohibited
8. Shoes must be worn at all times. Shoes with wheels and skate boards are not allowed. Athletic tennis shoes which offer appropriate support and don't leave marks on the gym floor, must be worn in physical education classes.
9. Hats, coats and other non-essential items are to be left in the lockers. Wearing any head ware, except for legitimate religious or medical reasons during the day without permission from school administration is prohibited. Head ware is defined as any object which covers one's head, all or in part, including but not limited to bandanas, hats, hoods and dew-rags.
10. Due to persons with allergies and other respiratory problems, perfumes, colognes, cosmetics, essential oils and other aromatic products may be prohibited.

**Students who violate the dress code will be provided with clean alternative wear if they do not have alternative wear in their possession. Refusal to comply will result in additional consequences.**

### **EXPLOSIVE DEVICES**

Students may not possess explosives of any kind on school property. This includes any illegal firecracker or any device used as part of a threat. This is a level 4 violation.

### **EXTRA-CURRICULAR SCHOOL ACTIVITY RULES**

The extra-curricular program of the Bagley High School forms a very useful and important part of the school's curriculum. By voluntary participation, the student is able to develop skills, interests and abilities. Extra-curricular activities, including athletics, drama, speech and high school rodeo are a privilege. Any student participating in these activities will conduct themselves in accordance with the regulations of the Minnesota High School League and School Board policies. Students found in violation of this rule shall be dealt with accordingly.

**ELIGIBILITY RULES FOR PARTICIPATION OF BAGLEY HIGH SCHOOL STUDENTS IN EXTRA-CURRICULAR ACTIVITIES – Policy may be found on the School District website, or by contacting the High School Office, or the Athletic Director's Office.**

### **HARASSMENT AND VIOLENCE**

Everyone in the Bagley School District has the right to feel safe in the school environment. The district has adopted a policy that prohibits any type of harassment or violence directed toward students or staff on the basis of race, color, creed, religion, national origin, sex, age, marital status, and family status, status with regard to public assistance, sexual orientation, or disability. Harassment may include, but is not limited to: name calling, jokes or rumors, unwelcome sexual advances, unwelcome touching or any slur based on of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Any type of harassment or violence will not be tolerated. Students who choose to harass, intimidate, or behave in a violent manner will be disciplined accordingly. All harassment should be reported immediately to school administration either verbally or using the harassment and violence report form on the school website. **For the full policy, refer to the website or policy manuals in the High School Office.**

**This policy is posted in a conspicuous place in the building.**

### **HAZING**

The school district has a policy that strictly prohibits hazing on and off school property, both during and after school hours. "Hazing" is defined as committing an act against a student, or coercing a student into committing an act, that creates a

substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Any acts of hazing should be immediately reported to the school principal. School district officials or a designated third party will conduct an investigation. Appropriate disciplinary action will be taken after the investigation is completed. **For the full policy, refer to the website or policy manuals in the High School Office.**

### **STUDENT USE AND PARKING OF MOTOR VEHICLES**

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

Students are permitted to park in a school district location as a matter of privilege, not of right. **Students must pay for and display a parking permit to park on school grounds and must use the South student parking lot ONLY.** This includes all types of transportation (cars, snowmobiles, motorbikes, etc.). Permits may be obtained in the high school office. Failure to display parking permits or violation of any parking policy may result in disciplinary action or towing of the vehicle. Students are not to loiter in the parking lot before or after school. NO overnight parking. Students should not park vehicles in driveways, on private property, or lots designated for use only by staff or inappropriate locations -i.e. sidewalks, front lawns, and freight delivery zones. Violators will be towed!

**School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicle of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have probable cause that the search will uncover a violation of law and/or school policy or rule.**

**The complete Policy on Student Use and parking of Motor Vehicles, Patrols, Inspections and Searches can be found on the district website, high school and district office.**

### **PERSONAL RELATIONSHIPS**

It is noted that close relationships do develop between students during the school year. **However, it is the policy of the school that kissing, embracing or hanging on each other should not be for public display.** Therefore, the above mentioned behavior will not be allowed in the school building.

### **TARDIES**

**Students who are tardy to class will be required to complete a form at the Counselor's Office window and will then be escorted to class. If a student has a legitimate pass from a teacher or other school personnel, the tardy will be marked as excused. All other tardies will be marked as unexcused; after three unexcused tardies, consequences will occur. Students, who are tardy to school, must get a pass from the High School Office to be admitted to class.**

### **WEAPONS ON THE SCHOOL PREMISES**

STUDENTS MAY NOT POSSESS WEAPONS OF ANY KIND ON SCHOOL PROPERTY. This includes knives, handguns of any kind (including pellet guns), or rifles of any kind or any other object used as a weapon. Violation of this prohibition will result in immediate suspension from school pending expulsion from school. The incident will be reported immediately to the local law enforcement officials. Any weapon violation on school property is considered to be a Felony in the State of Minnesota! Students in possession of knives that may be considered weapons could face strong suspensions. A student who wants to re-enter school following an expulsion due to this rule must make application for re-admittance to the Board of Education prior to the beginning of the school year following the incident. The Board of Education will render a decision whether re-admittance will be permitted at that time

### **DISCIPLINE POLICY AND PROCEDURES**

We believe all students can behave appropriately in school. Therefore, we will not tolerate any student stopping any teacher from teaching and/or any other student from learning.

**Classroom Rules: Students...**

- Will be in their assigned areas when the bell rings
- Will bring necessary materials to class each day.
- Will follow teacher's directives immediately.
- Will keep hands and feet to themselves.
- Will behave in a respectful manner toward other people and property.

**If a student chooses to break a rule, teachers...**

- Will warn the student
- Will contact parents/guardians if the problem persists.
- May remove the student from the classroom for the period.
- May send the student to the office on a referral and contact the parent/guardian as soon as possible.

**Severe Clause: Students will be removed or sent to the office immediately for being insubordinate, for harming other students or for destroying school property.**

### **DISCIPLINE ACTION OPTIONS**

Inappropriate classroom behavior that is ongoing and/or disrupts the learning of other students, and is not corrected by teacher intervention, may require other disciplinary action. Below is a list of possible disciplinary actions that may occur when student behavior interferes with the educational process.

- Meeting with the teacher, counselor, dean of students, or principal.
- Parental conference with any of the above staff members.
- Loss of school privileges.
- Schedule adjustment of modified school programs.
- Confiscation of items not appropriate for school.
- Financial restitution, referral to police or other appropriate authority.
- Removal from class, lunch or after school detention.
- In-school suspension or out of school suspension.
- Expulsion.
- Other disciplinary actions as deemed appropriate by school administration.

### **ADDITIONAL DISCIPLINE INFORMATION**

**Reasonable Force Statement:** Administrators, teachers, school bus drivers, and other staff of the school may use reasonable force with students, when necessary, in compliance with Minnesota Statute 121A.582 and other state laws.

**Special Education or Disabled Students:** Consequences for disabled students identified for special education services may be adjusted, as required by federal and state laws and regulations and/or the student's individual educational plan (IEP), when appropriate. Special Education students and their parents may request modification of these policies and accommodations when appropriate.

**Law Enforcement Referral:** Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to law enforcement.

**Unique Situations:** Because it is not always possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances may call for an adjustment in the discipline policies to meet the school's needs.

**Off-Campus Behavior:** Any behavior that substantially disrupts school order, even if it does not occur on school property, may be subject to disciplinary action by school administration.

**No Privilege List:** Students may be placed on a "no privilege list" at the discretion of the principal or dean of students. Students will not be allowed to leave class during this period, except for limited purposes and may lose other privileges as well.

**Lunch and After-School Detention:** Students who violate school rules may be required to serve either lunch detention or after school detention. Students who serve lunch detention must check in to the detention room immediately after dismissal from class to lunch and will either receive a bag lunch from the cafeteria, or bring their own lunch. After school detention will be held on designated days from 3:15 to 5:00 PM. After school detention takes priority over any extracurricular activity or work. Failure to serve assigned detention will result in additional consequences.

**In-School Suspension:** Students may be assigned to in-school suspension. Students who do not behave appropriately at in-school suspension will either receive additional consequences or will spend the remainder of the suspension time suspended out of school.

**Modification of Consequences:** Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

**Tennessen Warning:** School officials reserve the right to speak with students to determine whether attendance and disciplinary policies have been violated. The purpose of questioning is to find out what happened and impose proper discipline. Students who choose not to cooperate in school investigations will be subject to disciplinary action. Other than school officials and parents/guardians (when appropriate), no one else will receive the information, unless information requires a report to the Minnesota State High School League. Suspected criminal information will be submitted to the appropriate authorities.

## **SUSPENSION-EXPULSION**

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under the provisions of the law, students may be suspended or expelled from school for any of the following:

- A. Willful violation of any reasonable school board regulation.
- B. Willful conduct which materially and substantially disrupts the rights of others to an education.
- C. Willful conduct which endangers the student or other students or school property.

**Expulsions may be imposed by the School Board upon recommendation by the Expulsion Review Committee. The Expulsion Review Committee will review student information as per the following discipline policy and make a recommendation to the board for expulsions. The Expulsion Review Committee will be composed of at least four of the following: Principal, Dean of Students, School Counselor, Native American School Advocate, Teacher.**

Expulsions may be for the remainder of the school year or less, or, in the case of bringing a firearm to school, 365 calendar days from the date of incident as per federal law.

## **DISCIPLINARY GUIDELINES**

**All disciplinary action is subject to the discretion of the principal. Following are the general guidelines that provide a range of penalties, which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to students for unacceptable behavior on school property and at school sponsored events. Severe offenses in each level may be subject to the strictest disciplinary action in each level, at the discretion of the principal.**

### **LEVEL 1 OFFENSES**

**Cheating** -Cheating will also result in loss of credit.

**Computer Misuse**-Viewing inappropriate internet sites or printing inappropriate pictures or text, and other violations of the Acceptable Technology Use Policy.

**Disrespectful Behavior**-Rude or disrespectful behavior directed **at any student** or adult in the school.

**Disruptive Behavior**-Classroom or hallway behavior that disturbs staff or students.

**Dress Code Violations**-Violation of the dress code as described on page 23.

**Forgery/Falsification of Information**-Forging a signature, refusing to give correct information or giving untrue information to staff.

**Gambling**-Games or activities that require stakes or where money is exchanged.

**Gang Symbols**-Wearing, drawing, or displaying any item symbolizing a gang or secret society. (Gang symbols will be turned over to law enforcement.)

**Nuisance Devices**-Toys, laser lights, headphones, MP3 players, cell phones, pagers, lighters or other devices that may disrupt the school environment. (These items will be confiscated.)

**Profanity in conversation**-Using profanity when in conversations in the hallways, on the bus or at any school events.

**Public Display of Affection**-Kissing, hugging, hanging on each other, or other romantic displays of affection.

**Scuffling/Horseplay**-Mutual poking, pushing, shoving, snowball throwing that is more playful than angry in nature.

**Skipping Class**-Including being tardy to class more than five minutes.

**Tardiness to Class (excessive)**-Tardiness that is not corrected after teacher intervention.

**Trespassing**-Being in an area of the building that is off-limits to students, including being in the building unsupervised after school.

### **CONSEQUENCES FOR LEVEL 1 OFFENSES**

**1<sup>st</sup> Offense** – Warning/Detention      **2<sup>nd</sup> Offense** – Detention/In School Suspension

**3<sup>rd</sup> Offense** – Up to three days of In or Out of School Suspension

**Subsequent Offenses** – Up to ten days of In or Out of School Suspension

### **LEVEL 2 OFFENSES**

**Aggressive Behavior**- One-sided aggression such as pushing, shouldering, slapping, etc.

**Bullying**-Any ongoing behavior that is intimidating, threatening, abusive (to a person or their property), or harms **or causes fear of harm to** another verbally, non-verbally, in writing or **through electronic means, as described on page 25.**

**Computer Misuse**-Viewing or printing any type of pornography on school computers and/or accessing staff computers without permission.

**Instigating a Fight**-Words or actions to another student that results in a fight.

**Insubordination**-Willful refusal to follow the directives of school personnel.

**Harassment**-Behavior that is intimidating or hostile and/or substantially interferes with a student's academic progress, including, but not limited to, name calling and intimidation regarding sexual orientation, race, religion or disability.

**Leaving School Grounds**-without a pass from the office.

**Possession of Drug Paraphernalia**-Any device identified by school officials or law enforcement that may be or has been used to inhale/ingest any controlled substance.

**Profanity-F-word or profanity directed toward another person**-Use of the f-word in the school, on the bus or at a school event, or any profanity directed toward a person (not in general conversation).

**Smoking/Possession of Tobacco**-in school or on school property.

**Theft or Possession of Stolen Property**-at school or on school property.

**Threatening or Intimidation of Students/Staff**-Verbal, non-verbal, or written (cyber or otherwise) behavior intended to cause fear.

**Vandalism**-of personal or school property on school premises.

**Verbal Abuse**-Language directed toward a student or staff member, which is discriminatory, abusive, profane, obscene or threatening.

### **CONSEQUENCES FOR LEVEL 2 OFFENSES**

**1<sup>st</sup> Offense** – Detention/In School Suspension

**2<sup>nd</sup> Offense** – Up to three days of In or Out of School Suspension, possible referral to Law Enforcement

**3<sup>rd</sup> Offense** – Up to five days of In or Out of School Suspension, possible referral to Law Enforcement

**Subsequent Offenses** – Up to ten days of In or Out of School Suspension, referral to Law Enforcement and possible referral to the expulsion review committee to review for expulsion recommendation

### **LEVEL 3 OFFENSES**

**Burglary**-Entering a school building or classroom without consent with intent or to commit a crime.

**Disorderly Conduct**-Disruptive or out of control behavior where the student does not respond to staff intervention.

**Extortion**-Obtaining money, property, or services of any sort by threat.

**Fighting**-Mutual combat.

**Hazing**-as described on page 24.

**Inappropriate Posting or Cyber-bullying**-any behavior that is lewd, inappropriate or bullying in nature that occurs on school property or at school events and/or is posted through social media or texting.

**Inappropriate Sexual Behavior**-sexual activity on school grounds, departing, and other inappropriate sexual behavior.

**Physical Assault on Student/Staff**-Act which intentionally inflicts or attempts to inflict bodily harm.

**Possession of Ammunition**-bullets or other projectiles designed to be used as a weapon.

**Reckless Driving**-on or around school property that may endanger students or staff.

**Under the Influence of Drugs/Alcohol**-on school property or at school activities.

### **CONSEQUENCES FOR LEVEL 3 OFFENSES**

**1<sup>st</sup> Offense** - One to five days of In or Out of School Suspension, possible referral to Law Enforcement and possible referral to the expulsion review committee to review for expulsion recommendation.

**2<sup>nd</sup> Offense** – Five to ten days of In or Out of School Suspension, referral to law enforcement, restitution when appropriate, and possible referral to the expulsion review committee to review for expulsion recommendation.

**Subsequent Offenses** – Ten to fifteen days of Out of School suspension, referral to law enforcement and referral to the expulsion review committee for expulsion recommendation.

### **LEVEL 4 OFFENSES**

**Alcohol/Illegal Drugs/Marijuana or Synthetics**-possession, distribution or use on school property.

**False Fire Alarms/Bomb Threat/Setting Fires**-including lighting fireworks and other incinerating devices, chemical or imploding devices, and tampering with sprinkler systems or fire alarms/extinguishers.

**Possession of Weapons**-includes knives, guns of any kind (including bb or pellet guns), or any other object used as a weapon (including look-alikes).

**Sexual Criminal Conduct**-Non-consensual sexual contact, including intentional touching or removal of clothing covering intimate parts.

### **CONSEQUENCES FOR LEVEL 4 OFFENSES**

**1<sup>st</sup> Offense** – Ten days of Out of School Suspension, referral to law enforcement, and possible referral to the expulsion review committee for expulsion recommendation.

**Subsequent Offenses** – Ten to fifteen days of out of school suspension, referral to law enforcement and referral to the expulsion review committee for expulsion recommendation

Any student who wants to re-enter school following an expulsion due to a Level 4 Offense must make application for re-admittance to the Board of Education prior to the beginning of the school year following the incident. The Board of Education will render a decision whether re-admittance will be permitted at that time.

### **DISCIPLINARY GUIDELINES FOR BUSES**

#### **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

**Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.**

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal, Transportation Director or Bus Driver. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

#### **A. School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School district's Transportation Office/School Office.

#### **B. Rules at the Bus Stop**

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching it.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

**C. Rules on the Bus**

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

**D. Consequences: We will not tolerate any student behaving dangerously on the bus. If the student chooses to break a rule:**

1. The driver will use regular processes to correct the behavior such as verbal reprimand, assign the student to a different seat, and talk to the parents about the situation.
2. If the same situation persists or more develop, the driver will fill out a warning slip noting the problem. Give one copy to the student, call the parent as soon as possible to verify that the student took the warning slip home and call the Transportation Director. Be sure to warn the student and the parent that continued problems will result in the student losing his bus riding privileges. Drivers must follow these set guidelines to suspend riding privileges.
3. **ONE DAY OFF THE BUS:** If the problem behavior continues the bus driver notifies the student that he/she may not ride the bus the following day. This is done by written notice also. You must contact both the parent and the Transportation Director as soon as possible. If the parent cannot be contacted the student shall be allowed to ride the bus until the parent is contacted. Sometimes this means that you may have to make a trip to the student's home after your route. You may not let any child off from the bus at any other spot but their own home unless you have had directions from their parents or the Transportation Director to do so. If you brought them to school in the morning you must deliver them home at night, unless instructed to do otherwise.
4. **THREE DAYS OFF THE BUS:** If the problem behavior continues the driver notifies the student that they may not ride the bus for three days. Written notice is again given to the student and the parent and Transportation Director are contacted. A meeting will be held with the bus driver, the student, the Transportation Director and the parent in an effort to resolve the problem.
5. **TWO WEEKS OFF THE BUS:** If the problem behavior persists, the bus driver notifies by written notice the student that he/she may not ride the bus for two weeks. Again you must contact the parent and the Transportation Director. Again a meeting will be held with the student, driver, parent and Transportation Director to try to resolve the problem. The driver will now notify the Superintendent of Schools if a two-week privilege is lost.
6. **OFF THE BUS PENDING LOSS OF PRIVILEGES:** If the problem behavior continues, the bus driver notifies the student with a written notice that they may not ride the bus pending the loss of privilege for the rest of the year. The parent and Transportation Director are contacted. Again a meeting will be held with the driver, student, parent and Transportation Director to discuss the loss of privilege. The Superintendent of Schools shall be notified that the student has lost the riding privilege.  
**SEVERE CLAUSE:** Students will be suspended immediately off the bus for being insubordinate, fighting, destroying property or any other behavior deemed severe by the bus driver. Severe behavior will activate step four of the preceding discipline procedure.

**BAGLEY HIGH SCHOOL FACULTY**

**ANDERSON, CHARLES - Social Studies** B.S. (Social Studies, Physical Education) Mayville State University (1998)  
M.S. (Education) Bemidji State University (2011)

**ANDERSON, OLIN – Science** B.S. (Life Science, Broad Science) Bemidji State University (1998)

**BARTA, ALLISON-Science** B.S. (Geology) University of Wisconsin (1999) B.S. (Science Education) Bemidji State University (2008)

**BJORKLUND-BERNABE, MARIA-Spanish** B.S. (Spanish Communications) St. Cloud University (1998) M.S. (Sociology/Human Relations) St. Cloud University (2004)

**BLISS-QUINN, CAROL – Social Studies** B.S. (Social Studies) Bemidji State University (1992) B.A. (History) Bemidji State University (1992)

**CARSTENS, DARIN – Physical Education & Health** B.S. (Phy. Ed.) St. Cloud State University (2000)  
B.S. (Health) Bemidji State University (2006)

**CHRISTENSEN, DAVE – Hearing Impaired/MMMI**B.S. (Deaf Education & Elementary Education) Augustana College, Sioux Falls, SD (1980) B.S. (MMMI) Bemidji State University, Bemidji, MN (1995)

**CHRISTENSEN, DEBRA – Special Education** B.S. (Elementary Education) Bemidji State University (1982)

**DAHL, DARRIS – English/Lang. Arts** B.S. (Secondary English/Lang. Arts) Bemidji State University (2002)

**DUKEK,SHELBY- Math** B.S. (Mathematics Education) Bemidji State University(2014)

**FRALEY, JENNY- Guidance Counselor**

**GEE, CATHY-Special Ed.**

**GOOCH, DAVID- Principal - Bemidji State University, BS & MS, Industrial Technology Education, 2000**  
**St. Cloud State University, Educational Administration K-12, 2013**

**GUNDERSON, JOSH – Music, Vocal and Instrumental** B.A. (Music Education) University of North Dakota, Grand Forks, ND (2003) B.A. (Music) University of North Dakota, Grand Forks (2011)

**HANSON, BILLIE – Special Ed.** B.A.(Special Education) Minnesota State University (1999) M.A. (Curriculum & Instruction) University of St. Thomas, St. Paul, MN (2006)

**HOOD, JOEL – Mathematics/Computer Science** B.S. (Mathematics) Moorhead State University (1983)

**HOOD, MARILYN – Senior High English** B.S. (English) Bemidji State University (1985)  
M.S. (English) Bemidji State University (1994)

**JANICKE, MIKAELA-Special Education** B.S. (Elementary Education) Bemidji State University (2015)

**LIEBL, DOUGLAS – Art** B.S. (Art & Elementary Education) Bemidji State University (2000)

**MALTERUD, MICHAEL – Industrial Technology** B.S. (Industrial Tech. Ed) Bemidji State University (1996)

**NELSON, PERRY – English** B.S. (English and Language Arts) Bemidji State University (1999)  
M.S. (Education) Bemidji State University, Bemidji, MN (2009)

**NORUM, GREGORY – Social Studies** B.S. (Social Studies) Bemidji State University (1986) M.A. (Athletic Administration) University of St. Thomas, St. Paul, MN (1998)

**O’BEIRNE, KRISTIE-Mathematics** B.S. (Math Education) Bemidji State University, Bemidji MN (2014)

**PEDDYCOART, DANIEL-PE/Health B.S. (PE/Health) University of MN Duluth (2012)**

**PETERSON, SEAN – Science** B.A. (Science) Concordia College, Moorhead, MN (1988)

**REYNOLDS, MIA – English** B.S. (English and Language Arts) Bemidji State University (1998) M.S Bemidji State University, Bemidji MN (2004)

**SCHWEGEL, BRANDON – Social Studies** B.A. (History) Luther College, Decorah, IA (2004)

**NEWLAND, MICHELLE – Mathematics** B.S. (Mathematics) Bemidji State University (1999)

**STALBOERGER, JACOB – Physical Education** B.S. (Health/PE) Bemidji State University (2004)

**WASS, KARA, - Special Education** M.S. (Special Education) Bemidji State University (2009)

**WILLARD, BARRETT- Industrial Tech.**

**WHITE, MARY – Business Education** B.S. (Business Education) Minot State University (1986)

### SUPPORT SERVICES STAFF

WILL ADD THE DAC STAFF – WHEN HIRED

AAMODT, MARK  
**CAIRNS, PENNI**  
CHRISTIANSEN, TERRI  
**COLLINS, BRITTANY**  
ECK, KEITH (Rocky)  
EDEMAN, AARON  
ERICKSON, JONI

Technical Support  
**AMI Coordinator**  
Head Cook  
**AMI Paraprofessional**  
BRIC Paraprofessional  
Transportation Director  
Paraprofessional/Health

ERICKSON, TERRI  
GOLDIE, MARY JO  
GOODWIN, BRIANA  
GOODWIN, JESSICA  
HALVERSON, KIM  
HAM, CARRIE  
HANDYSIDE, MEGAN  
HERMISTON, SHAWNA  
HUNTER, CODY  
JOHNSON, AVIS  
JOHNSON, VERONICA  
JOY, TESS  
LARSON, TERRI  
LAVINE, DAN  
MARTINE, VALERIE  
MCCOLLUM, RON  
MICHAELS, CHERI  
NANKIVEL, AL  
NOELLE BECK  
NORDEN, CASEY  
OLSON, WILLA  
PAULSON, LINDSAY  
SARNA, VANESSA  
SCHERMERHORN, BELINDA  
SUTHERLAND, JOHN  
VIC, CAROL  
WASTWEET, BRIANNA

Food Service  
Food Service  
Title VII Paraprofessional  
Paraprofessional  
Administrative Sec.  
Receptionist/Attendance Sec.  
Work Period Paraprofessional  
Paraprofessional  
Custodian  
Food Service  
Custodian  
Media-Center Paraprofessional  
Food Service  
Head of Buildings/Grounds  
BRIC Paraprofessional  
Head Custodian  
Food Service  
Custodian  
Guidance Office Sec.  
Technology Director  
Food Service  
SPED Paraprofessional  
ISS- Paraprofessional  
Truancy Tracker  
Dean of Students  
Director of Indian Education  
SPED Paraprofessional

**DISTRICT OFFICE STAFF**

CAIRNS, STEVE  
DECKER DAVID  
GERBRACHT, ANGIE  
HECHT, JENNIFER

Superintendent of Schools  
District Accountant  
Payroll Clerk  
Supt. Office Manager





**BAGLEY SCHOOL DISTRICT #162**  
**EMERGENCY OPERATIONS MANUAL**

FOREWARD

The primary purpose of this plan is to provide a guide for emergency operations. It is intended to assist Bagley Public School's staff and community emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions.

Although an organization and its members may have the foresight to plan for anticipated situations, such planning is of little worth if it is not reduced to written form. Personnel familiar with unwritten "plans" may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

This plan will be reviewed and updated as necessary, but at least once annually. The Bagley Public School Principals will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures required. As a district, we intend to fully cooperate and coordinate with law enforcement agencies and any emergency response teams of which we require assistance during drills, exercises, or process review & amendment.

TRANSFER OF NOTICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office or position by reason of resignation, election, suspension, or dismissal, the holder of this manual shall transfer it to his successor or to the Principal of the school.

Copy Number \_\_\_\_\_ Assigned to Room \_\_\_\_\_ Assigned to \_\_\_\_\_

Foreword 06/19/06  
Emergency Management Manual

**BAGLEY PUBLIC SCHOOLS  
DISTRICT 162  
EMERGENCY MANUAL DISTRIBUTION LIST**

District 162 School Board	<b>Darcie Kaiser</b> LeAnn Agnes Adam Broden Toby Anderson Wendy Fultz Amy Fontaine Katherine Clark
Superintendent of Schools High School Principal Elementary Principal	Steve Cairns <b>Helen Kennedy</b> Lee Furuseth
All District 162 Faculty & Staff	
Clearwater County Emergency Management Director	Larry Olson
Clearwater County Sheriff	Darin Halverson
Clearwater County Sheriff's Deputy	Neil Dolan
Bagley Police Chief	Larry Peterson
Bagley Fire Department Chief	John Gerbracht
Health Services	Marissa Hetland
School Resource Officer	Neil Dolan

## Staff Responsibilities- Any Disaster

### Building Administrator or Designee:

- Verify information
- Call 9-911 ( if necessary)
- Seal off high-risk area
- Convene Crisis Team and implement crisis response procedures
- Notify Superintendent
- Notify students and staff (depending on emergency; students may be notified by teachers)
- Evacuate students and staff or relocate to a safe area within the building, if necessary
- Refer media to district spokesperson (or designee)
- Notify community agencies (if necessary)
- Implement post-crisis event
- Keep detailed notes of crisis event
- Notification or parents/guardians will be handled, in accordance with district policies, by the building administrator or administrative designee

### Teachers/Staff

- Verify information
- Lock classroom doors, unless evacuation orders are issued
- Warn students, if advised (all-Call from any in-house phone is #9816 then #0)
- Account for all students
- Stay with students during an evacuation
- If you have responsibility to check rooms, complete that quickly
- **TAKE CLASS ROSTER**
- Refer media to district spokesperson (or designee)
- Keep detailed notes of crisis event
- Keep staff and students on site, if possible, for local investigators so interviews and accurate documentation of the events can be completed, if event warrants



# Suicide

## **I. Suicide Threat:**

- A. Consider any student reference to suicide as serious.
- B. DO NOT leave the student alone.
- C. Notify the school counselor, Home/School Interventionists or building administrator immediately.
- D. Stay with the student until suicide intervention staff arrives.
- E. Do not allow the student to leave the school without parent, guardian or other appropriate adult supervision.

## **II. Suicide attempt in school:**

- A. Consider any student reference to suicide serious. Intervene prior to attempted suicide, as appropriate.
- B. Verify information.
- C. Try to isolate suicidal person from other students. Prevent other from witnessing a traumatic event, if possible. Do NOT leave the student alone.
- D. If person requires medical attention, has a weapon or needs to be restrained call law enforcement at **911**.
- E. Notify school psychologist/counselor, building administrator and appropriate crisis intervention/mental health hotline number (see Emergency Numbers) immediately. Building administrator activates Crisis Response Team members.
- F. Calm suicidal person.
- G. Stay with person until counselor/suicide intervention arrives. Do not leave suicidal person alone.
- H. Building administrator calls Superintendent and parent(s) /guardian(s) if suicidal person is a student. Do not allow student to leave without parent, guardian, or other appropriate adult supervision.
- I. Building administrator may schedule meeting with parents and school psychologist/counselor to determine course of action.
- J. Determine method of notifying staff and students. Initiate grief-counseling plan as appropriate.

### **III. If suicide attempt results in death/serious injury:**

- A. Call **(9-911)**. Do not leave victim unattended.
- B. Notify CPR/first aid certified person in school building of medical emergency (names listed in Crisis Team section).
- C. Isolate victim if possible.
- D. Notify building administrator.
- E. Building administrator notifies the Superintendent.
- F. Activate school crisis team. Designate staff person to accompany victim to hospital.
- G. Building administrator notifies parent(s)/guardian(s) if victim is a student.
- H. Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- I. Determine method of notifying students, staff, and parents.
- J. Refer media to building administrator at (218) 694-3120 High School or (218) 694-6528 Elementary School.
- K. Implement the grief-counseling plan as appropriate.

# Crisis Team Members

Revised 8/25/11

## School Crisis Team

<b>Position</b>	<b>Name</b>	<b>Work Phone</b>	<b>Home/Cell Phone</b>	
Superintendent	Steve Cairns	694-6184	694-3029/766-0210	Dist.office
HS Principal	Helen Kennedy	694-3120	473-2381/401-0562	BHS office
HS Dean of students	John Sutherland	694-3120	694-3215	BHS office
Elem Principal	Lee Furuseth	694-6528	218-507-0154	Elem office
Elem Dean of Students	Doreen Zierer	694-6528	751-7996/760/2601	Elem office
Transportation/Building and Grounds	Robert Garland	694-6122	694-2533	BHS office
Psychologists	Heather Haugse	694-3129	218-766-0249	BHS office
Counselor	Kari Anderson	694-3129	218-686-8663	BHS office
Ministerium Contact	John Swanson	694-6055	694-2046	Faith Hill Assembly of God
Police Liaison	Neil Dolan	694-3120	358-0695	BHS office
Home School Interventionist	Deb Ronning	694-3120	358-0434	BHS/BES
Nurse	Marissa Hetland	694-3120	694-6581	Nursing Service
Sheriff Law Enforcement	Mike Erickson	694-6226	785-2677	Sheriff's Office
DHS	Malotte Backer	694-6164	694-2388	Social Services

L-3

# Shelter-In-Place Procedures

Sheltering-in-place provides refuge for students, staff, and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

## **Shelter areas may change depending on the emergency:**

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside the building.
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving at shelter area.
- All persons remain in the shelter areas until a building administrator or emergency responder declares that it is safe to leave.

## **If all evacuation routes are blocked:**

- Stay in room and close door.
- Keep air as clean as possible:
  - seal door
  - open or close windows as appropriate
  - limit movement and talking in room
- Communicate your situation to administration or emergency officials by whatever means possible.

# Building Evacuation Procedures

## **I. Teachers:**

- A. Direct students to follow normal fire drill procedures unless building administrator alters the route. **Take a class roster.**
- B. Close classroom doors and turn out lights.
- C. **When outside the building and at the staging area, account for all students.** Inform building administrator immediately if students are missing.
- D. If students are evacuated to relocation center, stay with class. Take roll again when you arrive at relocation center.

## **II. For orderly evacuation of the building:**

- A. Leave building in a rapid but orderly manner.

1. Students in Rooms 31-44B exit south onto the sidewalk. Wait for the 6<sup>th</sup> grade crossing guards and then proceed across 1<sup>st</sup> Street NW to the sidewalk.
  2. Students in Rooms 18-30 exit east through the doors by the Elementary Office, going out onto the playground and proceeding east to the fence area.
  3. Students in rooms 10-17 exit out west doors, wait for crossing guards, then move across street. **DO NOT** cross street without crossing guards.
  4. Students in rooms 1-4 exit out north doors.
  5. Students in rooms B1-B8 exit out ramp in room B1, going east onto playground.
  6. Other rooms follow posted exit routes.
- B. Assemble in pre-designated areas.
- C. Designated 6<sup>th</sup> grade students from **Ms. Jodock's** room will proceed to staging areas with crossing flags. The intersections southeast of the gym, south of the gym, and southwest of the school will have 6<sup>th</sup> grade students with flags controlling them. In addition, two students with a flags should go down the west side of Bagley Ave and meet the students from the multi-handicapped room and 2<sup>nd</sup> grade and control traffic from the rear of the group, if the announcement is given to proceed to the evacuation center.
- D. Wait for “all clear” or announcement to “proceed to evacuation center”.
- E. General items to check (for staff with the assignment to check).
1. Check and double check all rooms to see that all students and staff members have left the building.
  2. Make sure all doors are shut but unlocked, and the lights are turned off.
  3. Check all fire alarm switches in the respective areas and report open switches to the Principal's office.
  4. Report any strange objects to the principal's office. (Do not attempt to move the object, (s), however, upon completion of the check report to the principal on duty). Then proceed to regular holding area to assist with supervision.

### **III. Evacuation to the Relocation Center:**

- A. In the event that the building cannot be re-entered the staff persons in the designated areas will escort all students to the primary relocation center which is the Calvary Evangelical Free Church. It is one block southwest, along Highway 2. This directive to relocate will come from the building administrator.
- B. All students that exit building to the east should proceed south on the sidewalk (bordering Clearwater Ave.) to 1<sup>st</sup> St. NW., cross the street with the crossing guards, then turn west and proceed along 1<sup>st</sup> Street NW past Faith Lutheran to Bagley Ave. Continue west across Bagley Ave, turn left on the sidewalk and go to Calvary Evangelical Free Church. **Always cross streets and intersections with the crossing guards.**

- C. All students that exit the building to the north should proceed to the west and then south along Bagley Avenue to the intersection of Bagley Avenue and 1<sup>st</sup> Street Nw. Then go west to the alley, turn and follow the alley south to Calvary Evangelical Free Church.
- D. All students and staff that exit the school to the west should cross Bagley Avenue and continue west on 1<sup>st</sup> Street NW to the alley. Follow the alley south to Calvary Evangelical Free Church.
- E. Ms. Zierer and Mr. Higgins are in charge of the relocation center. Other teachers present will assist them on keeping order.
- F. Mr. Higgins and Ms. Zierer will be the bus dispatchers at the relocation center. They will coordinate the announcement of the arrival of each bus inside the relocation center so that students can leave and board their buses. Busses will load students on Bagley Ave.
- G. All teachers should stay with their students. Additional staff (paras, Title I teachers) will help with controlling student behavior while in the relocation center.
- H. The principals will be in charge of seeing that the school building is completely evacuated and secured.
- I. The janitorial staff will see to locking all outside doors of the building, if appropriate.
- J. Staff and students will not be allowed to return to the school building for any reason.
- K. In the event that both principals are out of the building during an emergency evacuation, Mr. Higgins will be in charge of this procedure.

**IV. If the evacuation occurs before or after school the following procedure is to be followed.**

- A. If the evacuation is before regular classes begin, all students and staff in the building will proceed to the regular designated areas as outlined in the evacuation plan. The secretaries will notify the transportation director of the evacuation. The buses will report directly to the bus staging area at the vocational building.
- B. If the evacuation occurs after school all students, teachers and others in the building will leave immediately and go home.

# Media Procedures

**A. Do not talk to the press! All staff must refer media to the district spokesperson. The School District assumes responsibility for issuing public statements during an emergency.**

1. The Superintendent manages the crisis from the Command Center. The Superintendent also serves as district spokesperson unless he/she designates someone else.

Crisis Manager: Mr. Steve Cairns, Superintendent (218) 694 - 6184

District Spokesperson: Mr. Steve Cairns, Superintendent (218) 694 - 6184

Alternate District Spokesperson: Helen Kennedy, Principal (218) 694 - 3120

**B. During an emergency, adhere to the following procedures:**

1. Building administrator relays all factual information to Superintendent and District Spokesperson.
2. Establish a media information center away from affected school.
3. Administration will update media regularly, making sure to protect the privacy of students and staff.
4. Do not argue with media.
5. Maintain log of all telephone inquiries. Use scripted response to inquiries.
6. Do not talk to friends or others about the event when you leave school.

**C. Media Statement (to be used as a guide for administrators):**

- Building administrators relay all factual information to the Superintendent/Assistant to the Superintendent and Spokesperson
- Establish a media information center away from the affected area.
- Media need timely and accurate information. However, protect the privacy rights of staff and students.
- Media will need to stay back from the scene, but will want to shoot video and take pictures. They must not hinder the emergency responders.
- Before holding a news conference, brief the participants and coordinate the information.
- Determine the messages you want to convey. Create key messages for the target audience: parents, students, and staff.
- Emphasize the safety of all students and staff.
- Engage the media to help distribute important public information. Explain how the emergency is being handled.
- Respect privacy of victims and families of victims. Do not release any names to the media.
- Update the media regularly. DO NOT say “No Comment”. Ask other agencies to assist with the media.
- Maintain a log of all telephone calls for future use.

**D. Refrain from exaggerating or sensationalizing crisis.**

# Crisis Team Members

## School Emergency Response Team

<u>Function</u>	<u>Staff Assigned</u>	<u>Backup Staff</u>
<b>Incident Commander</b>	Superintendent	
<b>Safety</b>	Principals	Head Custodian
<b>Public Information</b>	Superintendent	Principals
<b>Liaison</b>	Neil Dolan	
<b>Operations Chief</b>	Principals	Head Custodians
<b>Medical</b>	CC Nursing Service	CC Nursing Service
<b>Site Security Facility Check</b>	Head Custodian	Principals
<b>Student Release Coordinator</b>	Deans of Students	
<b>Logistics Chief</b>	Law Enforcement	
<b>Communications</b>	District Office	
<b>Transportation</b>	Transportation Director	Transportation Mechanic
<b>Planning Chief</b>	Law Enforcement	
<b>Financial Record keeper</b>	District Office	

These functions mirror the National Incident Management System (NIMS) used by emergency responders.

## District Team Members

Revised August 18, 2015

### School Crisis Team

<b>Position</b>	<b>Name</b>	<b>Work Phone</b>	<b>Home Phone</b>	<b>Room #</b>
Superintendent	Steve Cairns	694-6184	694-3029/766-0210	Dist. Office
HS Principal	Helen Kennedy	694-3120	473-2381/401-0562	BHS Office
HS Dean of Students	John Sutherland	694-3120	694-3215/368-2483	BHS Office
HS Secretary	Carrie Ham	694-3120	218-358-1108	BHS Office
HS Secretary	Kim Halverson	694-3120	218-358-0489	BHS Office
Elem Principal	Lee Furseth	694-6528	218-507-0154	BES Office
Elem Dean of Students	Doreen Zierer	694-6528	751-7996/760-2601	BES Office
Elem Secretary	Dixie Boe	694-6528	694-6523/280-8245	BES Office
Elem Secretary	Tammy Johnson	694-6528	320-493-1593	BES Office
Transportation/Building and Grounds	Aaron Edman	694-6122	694-2533	BHS Office
Psychologist	Tonya Adams	694-3129	218-766-0240	BHS Office
Counselor	Kari Anderson	694-3129	218-686-8663	BHS Office
Ministerium	John Swanson	694-6055	694-2046	Faith Hill
Police Liaison	Neil Dolan	694-3120	218-358-0695	BHS Office
Home School Interventionist	Deb Ronning	694-3120	358-0434	BHS/BES
Nursing Service	Marissa Hetland	694-3120	694-6581	CCNS
Sheriff Law Enforcement	Darin Halverson	694-6226	785-2677	CCSD
DHS	Malotte Backer	694-6164	694-2388	SocialServices
Stellher Therapists	Hannah Wilson	694-3120	218-556-3765	BHS/BES
	Joy Boston	694-3120		BHS/BES
	Heather Strandlien	694-6528	218-556-0734	BES

**CPR/First Aid Certified Persons in School Building**

Name	Room #	Certification (circle):
Steve Cairns	Supt. Office	CPR FIRST AID
Darin Carstens	HS 308	CPR FIRST AID
Sean Peterson	HS 204	CPR FIRST AID
Brandon Schwegel	HS 208	CPR FIRST AID
John Sutherland	HS Office	CPR FIRST AID
Matt Cage	Elementary	CPR FIRST AID
Doreen Zierer	Elem/HS	CPR FIRST AID

**District Crisis Committee**

Position	Name	Work Phone	Home Phone	Mobile/Pager
Coordinator	<u>Steve Cairns</u> (Superintendent)	<u>694-6184</u>	<u>218-766-0210</u>	<u>NO</u>
Alternate Coordinator (Designee)	<u>Helen Kennedy</u>	694-3120	218-401-0562	NO

## **RESTRICTIVE PROCEDURES CRISIS TEAM**

The following individuals are members of the Restrictive Procedures Crisis Team for special education students at Bagley Elementary School.

<b>Principal</b>	<b>Lee Furuseth</b>
<b>Dean of Students</b>	<b>Doreen Zierer</b>
<b>Director of Transportation</b>	<b>Aaron Edman</b>
<b>BRIC Coordinator</b>	<b>Dustin Hinckley</b>
<b>Counselor</b>	<b>Heather Strandlien</b>
<b>Home School Interventionist</b>	<b>Deb Ronning</b>
<b>Special Education Teacher</b>	<b>Sue Higginbotham</b>
<b>Special Education Teacher</b>	<b>Colleen Mayer</b>
<b>Special Education Teacher</b>	<b>Becca Halverson</b>
<b>Special Education Teacher</b>	<b>Dannon Kietzman</b>
<b>Special Education Para-Professional</b>	<b>Tammy Christensen</b>
<b>Special Education Para-Professional</b>	<b>Lindy Caspers</b>
<b>Steller CTSS</b>	<b>Hannah Wilson</b>
<b>School Nurse</b>	<b>Marissa Hetland</b>
<b>School Psychologist</b>	<b>Tonya Adams</b>
<b>School Police Liason</b>	<b>Neil Dolan</b>

# BAGLEY ELEMENTARY SCHOOL



## 1:1 DEVICE HANDBOOK

~~December 21, 2015~~ June 27, 2016

### MISSION STATEMENT

We pledge to develop within students the appropriate skills, knowledge, and understanding that will enable them to be successful in the next phases of their lives.

## overview

The Bagley Public School District is committed to preparing our students to succeed in our rapidly changing world. It is essential that the District provide our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning includes the effective use of technology to best prepare each student for the world in which they live. To accomplish this vision, the District is making iPad technology available to all students in grades K-6 as described below. The following requirements and guidelines apply to the iPad **implementation** initiative.

### 1. Students Responsibilities

- a. Students are expected to use the iPads appropriately for educational purposes **within or outside the building as directed by the instructor.**
- b. Students are expected to follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy.
- c. Students will not have the ability to set or change screen passcodes or security settings. **This Security settings will all** be set by technology staff.
- d. Students attempting to hack or jailbreak the iPad will be subject to disciplinary action.

### 2. Teacher Responsibilities

- a. Teachers are expected to set up classroom routines to insure the proper care of the iPads.
- b. Teachers will always model digital citizenship at an age appropriate level when teaching with District technology.
- c. Teachers will charge and secure iPads daily and/or have routines that include the students in this process. Teachers will lock iPads in a secure location and/or lock their classroom door when they leave each day.
- d. Teachers will make the technology staff aware of any issues of malfunctioning or broken devices in a timely manner.
- e. Teachers will be trained on best practice for teaching with iPads.

### 3. Technology Staff Responsibilities

- a. Tech staff at BES will manage the iPads with a Mobile Device Management (MDM) which will set restrictions, install and remove apps based on teacher request and run updates.
- b. Tech staff will work diligently to ensure timely repair of any devices as needed.
- c. Tech staff will work closely with staff to provide needed training on best practice for teaching with iPads.

## OUR MISSION

~~The Bagley Elementary School's mission with our 1:1 Technology is to provide another dimension to teaching and learning in our building. We believe that in our ever-changing world, providing students opportunities for learning and demonstrating learning through the use of a variety of tools will better prepare them for the future. Adding technology serves as another tool to show learning and engage students.~~

~~**Literacy:** With the goal of having proficient readers at Bagley Elementary School, technology will be used to enhance literacy instruction.~~

~~**Mathematics:** As with many schools, Bagley Elementary students have a wide range of learning needs. Technology will help teachers support student understanding of mathematical concepts and increase achievement by meeting those individual needs.~~

~~**Curriculum:** Up to date and quality curriculum is vital to student success. Technology integration will be used to update and enrich the way our students access and interact with curriculum material. District Policies relating to selection and review of curricular materials and resources will be followed by staff.~~

~~**Assessment:** In order to monitor and improve student achievement, technology integration will be used to improve the quality of both formative and summative assessments of learning in the classroom.~~

~~**Differentiation:**—When considering the variety of skill levels, interests, and learning styles of our student, technology integration will be used to increase differentiation in the classroom.~~

~~**21st Century Skills:**—Our students need to be prepared to function competently in the 21st century global community. Technology integration will be used to increase students’ skills: creativity and innovation, critical thinking, problem solving, communication, and collaboration.~~

~~**STEM:** STEM is an acronym for Science, Technology, Engineering and Math education. We focus on these areas together not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively.~~

~~**Student Internet Safety:**—While students are in our building the network is protected by a filter which blocks inappropriate content. This is in compliance with the Children’s Internet Protection Act (CIPA). We also have procedures in place under the acceptable use policy for monitoring internet use. If in the future, devices go home with students, they will not be protected under our filter. However restrictions will be set on each device to block explicit content including music, movies, TV shows, books, podcasts, websites.~~

## WHY 1:1?

~~**Depth of Understanding:**—Interactive simulations and illustrations can produce a much greater depth of understanding of a concept. When virtual manipulatives are used in a classroom setting, they can go far beyond chalk and talk. The teacher can conduct onscreen investigations and demonstrate concepts far more easily and in greater depth than verbally and/or written text.~~

~~**Learning vs. Teaching:**—Technology allows the tables to be turned. Instead of teaching (push), students can be given projects that require them to learn (pull) the necessary materials themselves. Key to this is the~~

ability to get the information they need anytime, anywhere. This project-based pull approach makes learning far more interesting for the student and thus the student becomes much more engaged in their learning. Remember to keep in mind, that this approach won't be used every minute of the school day, but certainly when the skills and/or objectives are best met by this method.

**Expansion of time and place:** Using the "textbook classroom" approach, learning is limited. On the other hand, a wireless iPad has access to the teacher's course material and the Internet almost anywhere. There is also a vastly larger resource opportunity for students than can be practically expected from a paper or books. Information technology allows learning anywhere, anytime, and not just in one particular classroom for a few minutes each day.

**New media for self-expression:** Using modern technology students do such things as make a presentation, record and edit spoken word, do digital photography, make a video, run a class newspaper, run a web-based school radio or TV station, do a claymation, compose digital music on a synthesizer, make a website, or create a blog. The possibilities are endless!

**Collaboration:** A vital skill in the digital world is the ability to work collaboratively on projects with others who may not be physically close. This can best be done using computer tools such as the web, email, instant messaging and cell phone. Rather than laboring alone on homework, students can work in small groups wherever they happen to be at any time. They are doing this already. However it can now be formalized through technology and taught as a vital skill. Many university projects are undertaken by teams spread around the world. Students need to be prepared for this.

**Going Global:** The worldview of the student can be expanded because of the zero cost of contacting and communicating with other people around the globe. The Internet permits free video conferencing which permits interaction in real time with sister schools and people in other countries. From an educational viewpoint, this is a very important component that helps students understand other cultures through direct dialog and collaboration! This type of activity would be very enriching for our students and if used will be supervised by staff. (An example could be a student in Bagley Skyping with a teacher in China to learn about the Chinese Culture.)

~~**Individual pacing and sequence:**—Students are unique and learn differently. Information technologies can permit students to break step with the class and go at a pace and order that suits them better. Without disrupting the class, students can repeat difficult lessons and explore what they find interesting. With time, it will become more like having a private tutor rather than being lost in a large class.~~

~~**Personal Productivity:**—Students need productivity tools for the same reasons you do. Students need to write, read, communicate, organize and schedule, iPads will allow these tasks to happen more efficiently.~~

## ~~BAGLEY DISTRICT ACCEPTABLE USE POLICY~~

This section will be replaced with the current Board Revised policy....

### **524 Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy**

Board Adopted: September 2, 2008

Board Revised: March 16, 2015

#### **I. PURPOSE**

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to the district network, computers, mobile devices, printers, telephones, and the applications they support and/or access both on and off campus. The policy complements the District's Internet Policy.

#### **II. GENERAL STATEMENT OF POLICY**

The Bagley School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Bagley schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

#### **III. EDUCATIONAL PURPOSE**

Access to the technology in the Bagley School District has been established for educational purposes. The use of the Bagley School District's electronic technologies is a valued resource to our community. All electronic technologies, including personal devices using the district's connectivity, must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

School computers, telecom, memory devices, networks, cloud storage and related hardware and software are the property of the Bagley School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate District policies,

including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

#### **IV. DEFINITIONS**

The term “users” refers to any person using the District’s electronic technologies. The term “Internet” refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term “intranet” refers to the District’s network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term “electronic technologies” refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

#### **V. UNACCEPTABLE USES**

Users are responsible for anything set on the network with their name or other individual identified, e.g, IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the District’s electronic technologies. Specifically, the following uses of the District’s electronic technologies are considered unacceptable:

- A. Users will not use the District’s electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
  1. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
  3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
  4. Information or materials that could cause damage or danger of disruption to the educational process;
  5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
  6. Orders made by shopping online during time designated as off-limits by the District.
  7. Personal photos, files or music not related to educational purposes for any extended length of time.
  8. Unauthorized audio or video content streaming that decreases available internet bandwidth to district users.
- B. Users will not use the District’s electronic technologies too knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal

attacks, including prejudicial or discriminatory attacks by use of email, social media, blogs, podcasts, etc.

- C. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law. Users will not use the District's electronic technologies for political campaigning or personal profit.
- E. Users will not physically or electronically vandalize District technologies nor use the District's electronic technologies to vandalize, damage or disable the property of another person or organization.
  - 1. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
  - 2. Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.
  - 3. Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.
  - 4. Users may not add or remove any software nor modify the equipment, software configuration, or environment. All electronic technology requests must go through the District's Technology Department processes.
- F. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- G. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- H. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.

- I. Messages, files and records on the District’s electronic technologies may not be encrypted without the permission of appropriate administrative school authorities.

Note: Users must keep all account information and passwords private. The District reserves the right to access user accounts when deemed necessary.

- J. Users will not use the District’s electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:
  - 1. Users will not use another person’s property without the person’s prior approval or proper citation,
  - 2. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
  - 3. Users will not plagiarize works they find on the Internet or other information resources.
- K. Users will not use the District’s electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District. Users will not use the District’s electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by the District administration.
- L. The District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.

**VI. FILTER**

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Access to chat rooms, discussion boards and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors.
- D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The District is obligated to monitor and/or review filtering activities.

## **VII. INTERNET SAFETY POLICY EDUCATION**

During the first week of school and prior to the start of second semester, classroom and/or first hour teachers will provide a minimum of two lessons covering:

1. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
2. Cyberbullying awareness and response
3. Unauthorized disclosure, use and dissemination of personal information regarding minors.
4. Unauthorized access, including “hacking” and other unlawful activities by minors online.
5. Safety/security of minors when using e-mail, chat rooms, other direct electronic communications.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

By authorizing use of the School District electronic technologies, the Bagley School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District’s electronic technologies.

- A. Routine maintenance and monitoring of the District’s electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- C. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.

- D. District users are advised that the School District retains the right at any time to investigate or review the contents of their files and e-mail files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.
- E. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies

### **VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.□
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. Internet Use Agreement for employees must be signed by the employee. The form must then be filed with the District.
- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of login codes. Passwords are not viewable by network administrators but may be changed to gain access to a user account if necessary.

### **IX. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.

### **X. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the District's electronic technologies must not violate other policies and regulations of the District, including but not limited to the District policies on Gifts and Donations, Nondiscrimination, Harassment and Violence, Web site and Intranet, Instructional Materials Selection and Review, and Curriculum Goals.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Internet Safety Policies. This notification will be posted on the second board meeting agenda each August in an open public forum.
- B. This notification shall include the following:
  1. Notification of Unacceptable Use of District Electronic Technologies.
  2. Internet Safety Protection
  3. Notification that Internet use is subject to compliance with District policies.
  4. Disclaimers limiting the District's liability relative to:
    - a. Information stored on District systems including diskettes, hard drives, or servers, CD, DVD memory stick or similar devices, cloud storage, or any other storage device:
    - b. Information retrieved through the District's computers, networks or online resources;
    - c. Personal property used to access the District's computers, networks or online resources;
    - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
    - e. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  5. Notification of password ownership and password protection procedures.
  6. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
  7. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  8. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the School District.
  9. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  10. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside-of-school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies and of the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).
- B. Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - 1. A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;
  - 2. A description of parent/guardian responsibilities;
  - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
  - 4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
  - 5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

## **XIII. IMPLEMENTATION AND POLICY REVIEW**

- A. The Superintendent, and/or administrative team, is directed to develop the necessary guidelines for the implementation of this policy. The Superintendent, and/or administrative team, may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval.
- B. The Superintendent, and/or administrative team, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community through the district website.

## ~~ACCEPTABLE USE ACKNOWLEDGEMENT FORM~~

This section will be replaced with the current Board Revised policy....

### **524F Bagley School District K-12 Acceptable Use Policy Acknowledgment Form<sub>1</sub>**

Bagley Public School information technology resources, including email, network and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

#### **Students must**

1. *Respect and protect the privacy of others.*
  - Use only assigned accounts.
  - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Do not distribute private information about others or themselves.
2. *Respect and protect the integrity, availability, and security of all electronic resources.*
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users.
3. *Respect and protect the intellectual property of others.*
  - Do not infringe copyrights (no making illegal copies of music, games, or Movies!).
  - Do not plagiarize.
4. *Respect and practice the principles of community.*
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher.
  - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Do not respond to any unsolicited
  - Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - Do not send spam, chain letters, or other mass unsolicited mailings.
  - Do not buy, sell, advertise, or otherwise conduct business, unless approved

as a school project.

Complete Acceptable Use Policy is available via the district website ([www.bagley.k12.mn.us](http://www.bagley.k12.mn.us)) or by request from the District Office.

**Students in grades 4-12 may, if in accord with the policy above**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as instant messaging if approved by a teacher for class purposes.
3. Use the resources for any educational purpose.

**Students in grades k-3 may**

1. Access previewed websites through the use of links on the District Website.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

----- Please sign and return to your child's teacher. -----

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Disclaimer:** While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Bagley School District makes the it's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

# STUDENT and Parent Agreement

## 1:1 Learning Initiative: Student and Parent Agreement

Student access to technology in the Bagley Public School District has been established for educational purposes. The use of the Bagley School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This privilege may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District's Bullying Policy and Acceptable Use and Safety Policy or the guidelines stated in the Student Device Handbook for use may result in the loss of privilege. The device is the property of the Bagley Public Schools and as a result may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a device. Students are responsible for the cost associated with intentional damage of their device and damage due to carelessness.

### Student Agreement

I have reviewed and agree to follow the Bagley Public Schools 1:1 Learning Initiative expectations cited in this agreement and understand my responsibilities as a student.

(Print) Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Grade \_\_\_\_\_

### Parent Agreement

I/we have reviewed and agree to follow the Bagley Public Schools 1:1 Initiative expectations cited in this agreement and understand my/our responsibilities as a Parent/Guardian. By signing below I give permission for my child to use a \*managed email through the Bagley Schools, and if applicable to create user accounts in Khan Academy, Nearpod, and/or applications of the like managed by the classroom teacher and/or the Bagley Technology Department.

\*managed email-Elementary student gmail accounts will be restricted to mail only within our bagley.k12.mn.us domain.

(Print) Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**(Please sign and return to your child's teacher.)**

## CONTACT INFORMATION

### Technology Department

Casey Norden-District Technology Coordinator

Phone: 694-6528 ext 3251

E-mail: [cnorden@bagley.k12.mn.us](mailto:cnorden@bagley.k12.mn.us)

Brenda Dukek-District Technology Integrationist

Phone: 694-6528 ext 3253

E-mail: [bdukek@bagley.k12.mn.us](mailto:bdukek@bagley.k12.mn.us)

Technology Department E-Mail: [itdept@bagley.k12.mn.us](mailto:itdept@bagley.k12.mn.us)

This handbook is also attached to the district website.

# BAGLEY HIGH SCHOOL



## DEVICE HANDBOOK

~~December 21, 2015~~ June 27, 2016

## MISSION STATEMENT

We pledge to develop within students the appropriate skills, knowledge, and understanding that will enable them to be successful in the next phases of their lives.

## overview

The Bagley Public School District is committed to preparing our students to succeed in our rapidly changing world. It is essential that the District provide our students with the 21st century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they live. To accomplish this vision, the District is making Chromebooks available to all student in grades 7-12 as described below. The following requirements and guidelines apply to the Chromebook Implementation initiative. Students in grades 9-12 will have the option of taking Chromebooks home when procedures have been followed. There will be two sets of procedures: one for students with devices that remain in the building and one for students who opt to take the device home.

### DEVICE REMAINS IN BUILDING

- **Students Responsibilities:**
  - Students are expected to use the Chromebooks appropriately for educational purposes **within or outside the building as directed by the instructor.**
  - Students are expected to follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy.
  - Students will have the ability to set themes and desktops as long as they are in compliance with the District's Acceptable Use Policy. The presence of inappropriate content may result in loss of Chromebook privilege and/or other disciplinary actions.
  - The Chromebooks will be managed by the District Technology staff. Students attempting to hack or jailbreak the Chromebook will be subject to disciplinary action.
  - 7th and 8th grade Chromebooks will remain in carts in the 7th and 8th grade pod areas -but may be checked out on a daily basis with teacher permission.

- **Teacher Responsibilities:**
  - Teachers are expected to set up classroom routines to insure the proper care of the Chromebooks.
  - Teachers will always model digital citizenship when teaching with District technology.
  - Teachers will enforce student routines to charge and secure Chromebooks in charging carts daily. Teachers will lock Chromebook carts securely at the end of each day.
  - Teachers will make the technology staff aware of any issues of malfunctioning or broken devices in a timely manner.
  - Teachers will be trained on best practice for teaching with Chromebooks.
  
- **Technology Staff Responsibilities:**
  - Tech staff at BHS will manage the Chromebooks through our Google School Management System.
  - Tech staff will work diligently to ensure timely repair of any devices as needed.
  - Tech staff will work closely with staff to provide needed training on best practice for teaching with Chromebooks.

## DEVICE GOES HOME

- **Student Responsibilities:**
  - Students are expected to use the Chromebooks appropriately for educational purposes.
  - Students are expected to follow the District's Acceptable Use Policy and the District Bullying Prohibition Policy.
  - Students will have the ability to set themes and desktops as long as they are in compliance with the District's Acceptable Use Policy. The presence of inappropriate content may result in loss of Chromebook privilege and/or other disciplinary actions. The use of music on the Chromebook during classroom time will be at the discretion of the classroom teacher.

- The Chromebooks will be managed by District Technology staff. Students attempting to hack or jailbreak the Chromebook will be subject to disciplinary action.
  - Students are expected to have their Chromebook in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Forgetting a Chromebook or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available for students who may need a recharge during the school day or for students who opt not to take their Chromebook home. Repeated failure to bring the Chromebook to school or failing to charge the battery may result in the loss of home privileges for the student.
  - Students will not be allowed to personalize the Chromebook by adding stickers to the device **with the exception of a sticker or label for identification**. Cases will not be provided by the district as the selected Chromebook is designed with durability. Students may choose to buy and use their own case if they would like.
  - Students will make technology staff aware of any issues of malfunctioning or broken devices in a timely manner.
- **Parent Responsibilities:**
    - Parents are required to attend a Parent Chromebook Orientation session if their student is opting to bring their device home.
    - The District asks for parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the Chromebooks at home.
    - Parents are responsible for filling out and signing the Student-Parent Agreement form found at the end of this handbook.
    - If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.
    - Parents are encouraged to become familiar with the Chromebook and to ensure the use of the technology to track their child's progress. The Chromebooks allow parents and students to view teachers' assignments calendars, track homework, and monitor progress toward coursework completion.

- **Terms of the Chromebook Loan**

- Chromebooks will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology Insurance Cost has been received or a scholarship agreement has been met. Insurance costs are non-refundable.
- Legal ownership of the Chromebooks remains with the District. The use of the Chromebook is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy and all other District policies.
- Student Chromebooks and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are expelled will return the Chromebook and accessories at the time of withdrawal. Students returning to school the following year will be issued the same Chromebook that was previously assigned to them.
- The District reserves the right to repossess the Chromebook and accessories at any time if the student does not fully comply with the terms of this handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- Failure to return the property in a timely fashion may result in payment of the device and/or the involvement of law enforcement.
- The Chromebooks will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Bagley Public School's equipment or technology systems.
- Each Chromebook has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the Chromebook in any fashion.
- The use of the Chromebooks during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

- **General Care Instructions:**

- Chromebooks should be cleaned with a soft, clean cloth. Chemical cleaners or liquids including water should not be used on the Chromebooks.
- Charging cables/cords should be inserted carefully to prevent damage. This should be done on both ends of the cable by

grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting to the Chromebook. When disconnecting, remove the cable from the Chromebook before pulling the cord from the wall outlet.

- Students should never put weight on Chromebooks, stack items on top of them or wedge them tightly into a backpack or case. The Chromebooks should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- Liquids, food and other debris can damage Chromebooks. Chromebooks should be away from food and liquids when students are eating.
- Chromebooks should not be exposed to temperature extremes. Students should not leave the Chromebook in any location where the temperatures falls below freezing or exceeds 95 degrees Fahrenheit. If the Chromebook is cold, it should be allowed to warm up to room temperature before use. A Chromebook exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- **Chromebooks should not be stored on the floor. Always place the chromebook in a safe location where it can't be stepped on.**

- **Protection Plan:**

- An annual “Insurance Cost” of \$40 (\$120 per household maximum) will be assessed to all students in grades 9-12 who opt to take the Chromebook home. For those families qualifying for “Free and Reduced Lunch” the Insurance Cost will be \$20 (\$60 per household maximum). Financial scholarships may be requested from the building principal. All requests will be held in the strictest confidence.
- The proceeds of the Insurance Cost shall be used to offset expenditures associated with maintaining accidental damage coverage on student devices that go home.

- **Security and Theft Protection:**

- The Chromebook may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student, friend, or family member.
- The student is responsible for the security of the Chromebook at all times. The Chromebook should never be left unsecured. When not with the student, the Chromebook should be secured or stored in a secure locked location. During after-school activities

and/or away events, students are still responsible for securing the Chromebook.

- **Damage, Theft, Repair:**
  - Damage or hardware issues must be reported immediately to the appropriate technology staff. For cases of hardware failure or accidental damage, a loaner may be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.
  - Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the Chromebook. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
  - Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to fill out a theft report through the local police department.
    - Lost or Missing- \$250.00
    - Damaged or Broken (1st Time within school year)- Covered by Insurance. Must re-pay the insurance cost **in order to take the replacement device home.**
    - Damaged or Broken (2nd Time within same school year)- Covered by Insurance. Must re-pay the insurance cost **in order to take the replacement device home.**
    - Damaged or Broken (3rd Time within same school year)-Device stays in school.
    - Replacement Charging Cord- \$20.00

## OUR MISSION

~~The Bagley High School's mission with our 1:1 Technology is to provide another dimension to teaching and learning in our building. We believe that in our ever-changing world that providing students opportunities for learning and demonstrating learning through the use of a variety of tools~~

~~will better prepare them for the future. Adding technology serves as another tool to show learning and engage students.~~

~~**World's Best Workforce:** Technology will help meet our District's goals of closing the racial and economic achievement gaps between students, ensuring that all students are ready for career and college and ensuring that all students graduate from high school.~~

~~**Literacy:** With the goal of having proficient readers at Bagley High School, technology will be used to enhance literacy instruction and close the achievement gap.~~

~~**Mathematics:** As with many schools, Bagley High School students have a wide range of learning needs. Technology will help teachers support student understanding of mathematical concepts and close the achievement gap by meeting those individual needs.~~

~~**Curriculum:** Up to date and quality curriculum is vital to student success. Technology integration will be used to update and enrich the way our students access and interact with curriculum material. District Policies relating to selection and review of curricular materials and resources will be followed by staff.~~

~~**Assessment:** In order to monitor and improve student achievement, technology integration will be used to improve the quality of both formative and summative assessments of learning in the classroom.~~

~~**Differentiation:** When considering the variety of skill levels, interests, and learning styles of our student, technology integration will be used to increase differentiation in the classroom.~~

~~**21st Century Skills:** Our students need to be prepared to function competently in the 21st century global community. Technology integration will be used to increase students' skills: creativity and innovation, critical thinking, problem solving, communication, and collaboration.~~

~~**STEM:** STEM is an acronym for Science, Technology, Engineering and Math education. We focus on these areas together not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively.~~

~~**Student Internet Safety:** While students are in our building the network is protected by a filter or firewall which blocks inappropriate content. This is in compliance with the Children’s Internet Protection Act (CIPA). We also have procedures in place under the acceptable use policy for monitoring internet use. When devices go home with students, they will not be protected under our filter. However restrictions will be set on each device to block explicit content including music, movies, TV shows, books, podcasts, websites and applications.~~

## WHY?!

~~**Depth of Understanding:** Interactive simulations and illustrations can produce a much greater depth of understanding of a concept. When virtual manipulatives are used in a classroom setting, they can go far beyond chalk and talk. The teacher can conduct onscreen investigations and demonstrate concepts far more easily and in greater depth than just verbally and/or written text.~~

~~**Learning vs. Teaching:** Technology allows the tables to be turned. Instead of teaching (push), students can be given projects that require them to learn (pull) the necessary materials themselves. The key to this is the ability to get the information they need anytime, anywhere. This project-based pull approach makes learning far more interesting for the student and thus the student becomes much more engaged in their learning. Remember to keep in mind, that this approach won’t be used every minute of the school day, but certainly when the skills and/or objectives are best met by this method.~~

~~**Expansion of time and place:** Using the “textbook classroom” approach, learning is limited. On the other hand, a wireless Chromebook has access to the teacher’s course material and the Internet almost anywhere. There is also a vastly larger resource opportunity for students than can be practically expected from a paper or books. Information technology allows learning anywhere, anytime, and not just in one particular classroom for a few minutes each day.~~

~~**New media for self-expression:** Using modern technology students do such things as make a presentation, record and edit spoken word, do digital photography, make a video, run a class newspaper, run a web-based school radio or TV station, do a claymation, compose digital music on a~~

~~synthesizer, make a website, or create a blog. The possibilities are endless!~~

~~**Collaboration:** A vital skill in the digital world is the ability to work collaboratively on projects with others who may not be physically close. This can best be done using computer tools such as the web, email, instant messaging and cell phone. Rather than laboring alone on homework, students can work in small groups wherever they happen to be at any time. They are doing this already. However, through technology, it can now be formalized and taught as a vital skill. Many university projects are undertaken by teams spread around the world. Students need to be prepared for this.~~

~~**Going Global:** The worldview of the student can be expanded because of the zero cost of contacting and communicating with other people around the globe. The Internet permits free video conferencing which permits interaction in real time with sister schools in other countries. From an educational viewpoint, this is a very important component that helps students understand other cultures through direct dialog and collaboration! This type of activity would be very enriching for our students and if used will be supervised by staff. (An example could be a student in Bagley Skyping with a teacher in China to learn about the Chinese Culture.)~~

~~**Individual pacing and sequence:** Students are unique and learn differently. Information technologies can permit students to break step with the class and go at a pace and order that suits them better. Without disrupting the class, students can repeat difficult lessons and explore what they find interesting. With time, it will become more like having a private tutor rather than being lost in a large class.~~

~~**Personal Productivity:** Students need productivity tools for the same reasons you do. Students need to write, read, communicate, organize and schedule, Chromebooks will allow these tasks to happen more efficiently.~~

## ~~BAGLEY DISTRICT ACCEPTABLE USE POLICY~~

*This section will be replaced with the current Board Revised policy....*

### **524 Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy**

**Board Adopted: September 2, 2008**

**Board Revised: March 16, 2015**

#### **I. PURPOSE**

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to the district network, computers, mobile devices, printers, telephones, and the applications they support and/or access both on and off campus. The policy complements the District's Internet Policy.

#### **II. GENERAL STATEMENT OF POLICY**

The Bagley School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Bagley schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

#### **III. EDUCATIONAL PURPOSE**

Access to the technology in the Bagley School District has been established for educational purposes. The use of the Bagley School District's electronic technologies is a valued resource to our community. All electronic technologies, including personal devices using the district's connectivity, must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

School computers, telecom, memory devices, networks, cloud storage and related hardware and software are the property of the Bagley School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate District policies,

including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

#### **IV. DEFINITIONS**

The term “users” refers to any person using the District’s electronic technologies. The term “Internet” refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term “intranet” refers to the District’s network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term “electronic technologies” refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

#### **V. UNACCEPTABLE USES**

Users are responsible for anything set on the network with their name or other individual identified, e.g, IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the District’s electronic technologies. Specifically, the following uses of the District’s electronic technologies are considered unacceptable:

- A. Users will not use the District’s electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
  1. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
  3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
  4. Information or materials that could cause damage or danger of disruption to the educational process;
  5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
  6. Orders made by shopping online during time designated as off-limits by the District.
  7. Personal photos, files or music not related to educational purposes for any extended length of time.
  8. Unauthorized audio or video content streaming that decreases available internet bandwidth to district users.
- B. Users will not use the District’s electronic technologies too knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal

attacks, including prejudicial or discriminatory attacks by use of email, social media, blogs, podcasts, etc.

- C. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law. Users will not use the District's electronic technologies for political campaigning or personal profit.
- E. Users will not physically or electronically vandalize District technologies nor use the District's electronic technologies to vandalize, damage or disable the property of another person or organization.
  - 1. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
  - 2. Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.
  - 3. Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.
  - 4. Users may not add or remove any software nor modify the equipment, software configuration, or environment. All electronic technology requests must go through the District's Technology Department processes.
- F. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- G. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- H. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.

- I. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities.

Note: Users must keep all account information and passwords private. The District reserves the right to access user accounts when deemed necessary.

- J. Users will not use the District's electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:
  - 1. Users will not use another person's property without the person's prior approval or proper citation,
  - 2. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
  - 3. Users will not plagiarize works they find on the Internet or other information resources.
- K. Users will not use the District's electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by the District administration.
- L. The District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Access to chat rooms, discussion boards and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors.
- D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The District is obligated to monitor and/or review filtering activities.

## **VII. INTERNET SAFETY POLICY EDUCATION**

During the first week of school and prior to the start of second semester, classroom and/or first hour teachers will provide a minimum of two lessons covering:

1. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
2. Cyberbullying awareness and response
3. Unauthorized disclosure, use and dissemination of personal information regarding minors.
4. Unauthorized access, including “hacking” and other unlawful activities by minors online.
5. Safety/security of minors when using e-mail, chat rooms, other direct electronic communications.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

By authorizing use of the School District electronic technologies, the Bagley School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District’s electronic technologies.

- A. Routine maintenance and monitoring of the District’s electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- C. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.

- D. District users are advised that the School District retains the right at any time to investigate or review the contents of their files and e-mail files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition, District staff is advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.
- E. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies

#### **VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.□
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. Internet Use Agreement for employees must be signed by the employee. The form must then be filed with the District.
- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of login codes. Passwords are not viewable by network administrators but may be changed to gain access to a user account if necessary.

#### **IX. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not

be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.

## **X. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the District's electronic technologies must not violate other policies and regulations of the District, including but not limited to the District policies on Gifts and Donations, Nondiscrimination, Harassment and Violence, Web site and Intranet, Instructional Materials Selection and Review, and Curriculum Goals.

## **XI. USER NOTIFICATION**

A. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Internet Safety Policies. This notification will be posted on the second board meeting agenda each August in an open public forum.

B. This notification shall include the following:

1. Notification of Unacceptable Use of District Electronic Technologies.
2. Internet Safety Protection
3. Notification that Internet use is subject to compliance with District policies.
4. Disclaimers limiting the District's liability relative to:
  - a. Information stored on District systems including diskettes, hard drives, or servers, CD, DVD memory stick or similar devices, cloud storage, or any other storage device:
  - b. Information retrieved through the District's computers, networks or online resources;
  - c. Personal property used to access the District's computers, networks or online resources;
  - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
  - e. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
5. Notification of password ownership and password protection procedures.
6. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
7. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
8. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the School District.

9. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
10. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside-of-school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies and of the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).
- B. Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;
  2. A description of parent/guardian responsibilities;
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
  4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
  5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

## **XIII. IMPLEMENTATION AND POLICY REVIEW**

- A. The Superintendent, and/or administrative team, is directed to develop the necessary guidelines for the implementation of this policy. The Superintendent, and/or administrative team, may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval.
- B. The Superintendent, and/or administrative team, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community through the district website.

## ~~ACCEPTABLE USE ACKNOWLEDGEMENT FORM~~

This form will be replaced by the current Board Revised version.

### **524F Bagley School District K-12 Acceptable Use Policy Acknowledgment Form<sub>1</sub>**

Bagley Public School information technology resources, including email, network and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

#### **Students must**

1. *Respect and protect the privacy of others.*
  - Use only assigned accounts.
  - Do not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Do not distribute private information about others or themselves.
2. *Respect and protect the integrity, availability, and security of all electronic resources.*
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users.
3. *Respect and protect the intellectual property of others.*
  - Do not infringe copyrights (no making illegal copies of music, games, or Movies!).
  - Do not plagiarize.
4. *Respect and practice the principles of community.*
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher.
  - Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Do not respond to any unsolicited
  - Do not use the resources to further other acts that are criminal or violate the school's code of conduct.

- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Complete Acceptable Use Policy is available via the district website ([www.bagley.k12.mn.us](http://www.bagley.k12.mn.us)) or by request from the District Office.

**Students in grades 4-12 may, if in accord with the policy above**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as instant messaging if approved by a teacher for class purposes.
3. Use the resources for any educational purpose.

**Students in grades K-3 may**

1. Access previewed websites through the use of links on the District Website.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

----- Please sign and return to your child's teacher. -----

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Disclaimer:** While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the Bagley School District makes the it's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Insurance Cost: \_\_\_\_\_

Cash-Check # \_\_\_\_\_

**STUDENT and Parent Agreement**

**1:1 Learning Initiative: Student and Parent Agreement**

Student access to technology in the Bagley Public School District has been established for educational purposes. The use of the Bagley School District’s electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This privilege may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District’s Bullying Policy and Acceptable Use and Safety Policy or the guidelines stated in the Student Device Handbook for use may result in the loss of privilege. The device is the property of the Bagley Public Schools and as a result may be seized and reviewed at any time. The student should have no expectation of privacy of materials found on a device. Students are responsible for the cost associated with intentional damage of their device or damage resulting from improper care.

-----Please sign and return to High School Office-----

**Student Agreement**

I have reviewed and agree to follow the Bagley Public Schools 1:1 Learning Initiative expectations cited in this agreement and understand my responsibilities as a student.

(Print) Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Grade \_\_\_\_\_

**Parent Agreement**

I/we have reviewed and agree to follow the Bagley Public Schools 1:1 Initiative expectations cited in this agreement and understand my/our responsibilities as a Parent/Guardian. By signing below I give permission for my child to use a managed email through the Bagley Schools which includes Google Classroom, and if applicable to create user accounts in in Khan Academy, Nearpod, and/or applications of the like managed by the classroom teacher and/or the Bagley Technology Department.

(Print) Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## CONTACT INFORMATION

### Technology Department

Casey Norden-District Technology Coordinator

Phone: 694-6528 ext 3251

E-mail: [cnorden@bagley.k12.mn.us](mailto:cnorden@bagley.k12.mn.us)

Mark Aamodt-High School Technology Support

Phone: 694-3120 ext 2404

E-mail: [maamodt@bagley.k12.mn.us](mailto:maamodt@bagley.k12.mn.us)

Brenda Dukek-District Technology Integrationist

Phone: 694-6528 ext 3253

E-mail: [bdukek@bagley.k12.mn.us](mailto:bdukek@bagley.k12.mn.us)

Technology Department E-Mail: [itdept@bagley.k12.mn.us](mailto:itdept@bagley.k12.mn.us)

This handbook is also attached to the district website.

**BID SHEET  
MILK BID  
2016-2017 SY**

Approximately 100,000 ½ pints of 1% milk, more or less, 100,000 ½ pints of skim milk, more or less, 100,000 ½ pints of skim chocolate milk, more or less, and 5,000 Ice Cream Sandwiches, more or less, to be delivered as requested by school district. Coolers acceptable to the school district must be provided by the vendor.

	Escalator Price	Firm Price
Price per ½ pint of 1% milk	<u>\$0.157</u>	<u>\$0.177</u>
Price per ½ pint of skim milk	<u>\$0.149</u>	<u>\$0.169</u>
Price per ½ pint of fat-free choc. milk	<u>\$0.166</u>	<u>\$0.186</u>
Price per ½ pint of Silk Soy Milk	<u>\$0.61</u>	<u>\$0.63</u>
Price per Ice Cream Sandwich		<u>\$4.90 per 24 pk</u>
4 oz. Juice Cups – Orange		<u>N/A</u>
– Apple		<u>N/A</u>
– Grape		<u>N/A</u>
6 oz. Juice Carton		<u>\$0.32</u>

Explain Escalator Price: Attached

Dean Foods/Land O Lakes 218-233-8609

Name of Company & Phone Number

  
 \_\_\_\_\_  
 Authorized Signature Chad Jegtvig

June 29, 2016  
 \_\_\_\_\_  
 Date



**Milk and Related Products Bid  
Based on July 2016 Actual Costs  
Bagley Schools  
2016-2017 School Year**

FSA ITEM NUMBER	MANUF ITEM NUMBER	ITEM DESCRIPTION	BRAND NAME	PACK SIZE	MARKUP PER CASE	SELL PRICE PER CASE	SELL PRICE PER UNIT
428841	26657	MILK 1%	CASS CLAY	50 / .5PT	\$1.30	\$8.44	\$0.16
378682	26660	MILK SKIM FF	CASS CLAY	50 / .5PT	\$1.30	\$8.02	\$0.16
623350	26666	MILK CHOC SKIM FF	CASS CLAY	50 / .5PT	\$1.30	\$9.25	\$0.18
258289	26631	MILK LACTOSE FREE SKIM FF	NATREL	18 / 8Z	\$1.50	\$11.07	\$0.61
507693	101966	MILK SOY VERY VANILLA ASEPTIC SILK NGMO	SILK	18 / 8Z	\$1.60	\$17.41	\$0.96
507680	101965	MILK SOY CHOC ASEPTIC SILK	SILK	18 / 8Z	\$1.60	\$17.41	\$0.96
69841	1027728	ICE CREAM BAR ORNG DREAM LF	BLUE BUNNY	48 / 3Z	\$1.35	\$14.79	\$0.30
471089	1030521	ICE CREAM BAR VAN HOMEMADE NTF	BLUE BUNNY	2 / 2DZ	\$1.65	\$18.45	\$0.38
141107	610009	JUICE APPLE 100% FRZ 4Z	CITRUS SUN	96 / 4Z	\$1.50	\$16.18	\$0.16
141484	610018	JUICE GRAPE 100% FRZ 4Z	CITRUS SUN	96 / 4Z	\$1.50	\$17.16	\$0.17
141510	610001	JUICE ORNG 100% FRZ 4Z	CITRUS SUN	96 / 4Z	\$1.50	\$18.31	\$0.19

**BID SHEET  
BREAD BID  
2016-2017 SY**

BREAD BID

Price Per  
Dozen

Must be enriched or whole grain.

Whole Grain-Rich Bread – price per sliced 1 ½ lb. loaf	<u>\$1.25</u>
Whole Grain-Rich Hamburger Buns - 3 ½" – bid per 30 count – sliced	<u>\$3.15</u>
Whole Grain-Rich Hamburger Buns – 4" – bid per 30 count – sliced	<u>\$3.20</u>
Whole Grain-Rich Coney Buns – bid per 30 count – sliced	<u>\$3.30</u>
Whole Grain-Rich Split Top Steak Bun (Sub) – bid per 24 count sliced	<u>\$3.40</u>

Pan-O-Gold Baking Co., 444 East St. Germain St., St. Cloud, MN 56304  
Name of Firm, address and phone number 800-444-7005



Authorized Signature  
Mark Ubl/VP of Sales

6/28/14

Date

**BID SHEET  
BREAD BID  
2016-2017 SY**

**BREAD BID**

Price Per  
Dozen

Must be enriched or whole grain.

Whole Grain-Rich Bread – price per sliced 1 ½ lb. loaf

Whole Grain-Rich Hamburger Buns - 3 ½" – bid per 30 count – sliced

Whole Grain-Rich Hamburger Buns – 4" – bid per 30 count – sliced

Whole Grain-Rich Coney Buns – bid per 30 count – sliced

Whole Grain-Rich Split Top Steak Bun (Sub) – bid per 24 count sliced

\$1.20 #15416

\$1.24 per doz #6093

\$1.44 per doz #5000

\$1.24 per doz #42106

\$2.15 per doz #6055

Brimbo Bakeshop LLC, 700 N. Prior Ave, St Paul, MN  
Name of Firm, address and phone number (651)-644-6600 ext 10 SS104

[Handwritten Signature]  
Authorized Signature

7/5/16  
Date

## **ATHLETIC/ACTIVITIES COMPETITION POSITION STATEMENT**

### **Bagley Junior and Senior High School**

#### **Grades 7-12**

#### ***“Pursuing Educational Excellence for All”***

Welcome to Bagley Flyers Athletic Activities. Our Athletic program is a part of our total education program, providing experiences for physical, intellectual, social and moral development. Competition, teamwork, sportsmanship and winning are all balanced as a part of the program. Participants and coaches are encouraged to win and excel, but the principles of good sportsmanship, skills training and teamwork prevail at all times to enhance the educational values of the program.

Academic achievement and graduation should be the number one priority of all students. While athletics are an important and rewarding part of high school experiences, it is understood that family and academics come before athletics.

#### **Athletic Philosophy:**

*Encourage all student athletes to develop leadership skills, practice sportsmanship and demonstrate personal and team excellence through athletic competition.*

*Bagley School District #162 is a member of the Minnesota State High School League and has resolved to adopt the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League’s Official Handbook or as appears on the League’s website, as the minimum standards governing participation in said League-sponsored activities.*

#### **Minnesota State High School League Beliefs:**

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school’s opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student’s life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

### **Student Athlete Resolution**

As a student athlete in the Bagley School District, I will:

- Treat all people with respect at all times and require the same from fellow student athletes;
- Be a student first and commit to getting the best education I can;
- Not engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of sexual or racial nature, taunting, boastful celebrations or other actions that demean individuals or the sport;
- Treat contest officials with respect and accept their judgment;
- Remember participation in sports is a privilege, not a right, and that I am expected to represent my school, coach and teammates with honor, on and off the field/court;
- Play the game according to the rules;

Board Adopted – March 20, 2006

Board Adopted Revisions – ~~July 20, 2015~~ July 18, 2016

Page 1

- Live up to the standards of fair play; be open minded; always willing to listen and learn;
- Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others;
- Exhibit self-respect in manner and dress when representing our school;

## **Expectations for Participation**

It is expected that all student-athletes, coaches and fans representing Bagley High School will show respect, demonstrate a good attitude and display appropriate behavior towards fellow student-athletes, coaches, referees and fans.

Bagley High School offers a variety of different levels of play, depending on the sport and participation. These levels include: Junior High, C Team, Junior Varsity and Varsity levels. Each specific sport's coaches will determine the level of play that best meets the needs of the various levels of play and the individual student-athletes. Factors that will be considered in determining a participant's level of play, include:

- -skill level and aptitude to develop necessary skills
- -ability to effectively play specific positions
- -understanding of specific sports skills/strategies
- -effort, attitude and being coachable in practice and competitions
- -practice attendance
- -teamwork and attitude
- -grade level will be considered but not as the determining factor
- -academic eligibility status
- -remaining in "good standing" per MSHSL and Bagley School District policies

**Junior High Level** – at this level the focus is geared toward every participant having the opportunity to play provided they meet the "Expectations for Participation". Effort will be made to provide substantially equal playing time for participants. The emphasis is primarily on teamwork, good sportsmanship, and life-time sports.

**C Team/Junior Varsity** – at this level, participants begin to play based on skill and ability in addition to the "Expectations for Participation". Playing time at this level will not necessarily be equal for all participants. Coaches will be the final decision regarding playing time.

**Varsity** – this level is the highest level of participation for athletes provided they meet the "Expectations for Participation". Although all athletes are highly valued by their teams, actual playing time will vary greatly throughout the course of a season. Coaches will be the final decision regarding playing time. It is expected that participants will communicate with their coaches first, if they have any concerns or questions. This must occur before a parent meeting would be scheduled with the Athletic Director or proceeding with a grievance through the chain-of-command.

## **STUDENT EXPECTATIONS AND RESPONSIBILITIES**

Extracurricular athletic competition should promote high standards of ethics, sportsmanship, and the development of good character, as well as other important life skills. All student athletes will be expected to:

- Make satisfactory progress towards graduation;
- Abide by eligibility rules set forth by the Minnesota State High School League and Bagley High School;
- Attend school and all assigned class periods everyday and on time;
- Be a positive role model in school and the community as well as on the floor, field, court and in the stands.

### **A. Academic Eligibility**

The following is a summary of regulations affecting participation in extra-curricular activities. Additional information is contained in the Official Handbook of the Minnesota State High School League (MSHSL), a copy of which is available to view in the Athletic Director's office. These rules apply to all Bagley School activities whether sponsored by the MSHSL or not.

#### **Grade 7 -12**

1. Students must maintain passing grades to be eligible to participate in extra-curricular Contests/activities.
2. All students in grades 7-12 will be academically monitored every two weeks. Students with a failing grade will be ineligible for competition for the two week period.
3. Students who are academically ineligible may continue to participate in practices and/or rehearsals.
4. Academic Eligibility begins with a new start at the beginning of each school year. Eligibility does not carry over from one year to the next.

### **B. Participation Requirements**

All student athletes must complete, have documented, and/or turn in the following to the Activities Office before the start date of the activity. Students will not be allowed to participate in practice or games without meeting these requirements:

1. Have a current Physical form on file – (current within 3 years)
2. Completed MSHSL Health Questionnaire (when a physical is not required)
3. Signed MSHSL Eligibility form
4. Attended Sport Orientation meeting with parent/guardian
5. Paid Activity Fee
6. Completed Emergency Card
7. Athletic Competition Position Statement/Insurance Form Signed

### **C. Attendance**

Student athletes are expected to commit themselves to team membership, attendance at school, and practices/contests for the duration of the season. If this commitment is not fulfilled, the athlete's position on the team will be jeopardized.

1. Students shall follow the school attendance policy.
  - a. ~~Student athletes are expected to be in school first hour the day after a competition/activity.~~
  - a. If a student athlete receives detention or in-school suspension for any reason including excessive tardiness to class, they are ineligible to participate in same day practice or game.
  - b. If student athletes are suspended from school, they are not to participate in games/contests or practices while the suspension is in force.

Board Adopted – March 20, 2006

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- c. Students must be in school for ~~½ day~~ *three (3) class periods* on the day of the competition/practice in order to compete in the game/contest, or participate in practice.
2. Student athletes are expected to attend all practices and games/contests unless excused by the coach.
    - a. It is the athlete's responsibility to notify the coach *in advance* of any situations absences from practice(s) and/or games/contests, other than absence from school. Failure to notify the coach in advance may result in disciplinary action depending on the nature and frequency. \*\*
  3. Student athletes absent from practices or games/contests due to mandatory participation in family activities will not be penalized. However, the position held by the student athlete may be filled by other players and can be reclaimed through individual effort and team play, at the coach's discretion.

Participating in extracurricular athletics is a privilege and is intended to be fun, while learning and/or improving on a skill. If attitude and/or behavior of the athlete is poor, the privilege to play can be taken away. It is the responsibility of the coaches to effectively communicate this to participants when addressing such behavior.

\*\*Any consequence in addition to what is listed is left to the discretion of the coach subject to administrative review. However, any disciplinary action taken must be consistent with all players. Coaches' expectations and consequences must also be established and communicated to student athlete and parents at the start of the season.

#### **D. Ineligible Student-Athletes Policies**

Students who are ineligible to compete because of failure to meet Academic Good Standing Criteria, Chemical Eligibility, and/or Good Standing and General Eligibility Requirements are required to attend practice per MSHSL regulations.

1. Students who are serving a suspension from competition will not be permitted to:
  - a. Travel with the team to away competitions
  - b. Sit on the team bench for either home or away contests
  - c. Be dismissed from school early to travel with the team.
  - d. Receive any travel accommodations (hotel rooms, meals, admission) cost paid for by the school district
  - e. Be involved in team competition awards presentations during the suspension period

#### **E. Category II Eligibility**

Students who participate in MSHSL defined Category II activities will be ineligible for 1 event if they are found to be in violation of MSHSL policies.

#### **F. District Investigations of Alleged Violations**

District #162 is committed to adhering to the policies and procedures of the governing bodies of all of our activities. The District will investigate all credible information that is received.

#### **PARENT EXPECTATIONS**

Young people need to know that respect, fairness and responsibility are lifetime values, taught through athletics and activities, these are the principles of good sportsmanship:

- To prevent violent action towards officials, judges, coaches, opponents and spectators.
- To decrease the emphasis on just winning and losing.
- To promote ethics, respect and character in all walks of life.
- To promote the ideal of intrinsic rewards of athletics and activities.
- To learn the attitudes necessary for responsible behavior.

### Tips for Parents

- Be supportive of coaches
- Teach Respect for Authority
- Let the Coach do the Coaching but you can do some of the Teaching
- Help your Children learn through Failure
- Get to know the Coach
- Listen to your Child, but stay Rational
- Be Mindful of your Role as a Role Model
- Show Unconditional Love – Win or Lose

### **Always keep in mind – Sportsmanship is Everyone’s Responsibility**

### **COACHING EXPECTATIONS**

Coaches have the responsibility to teach the values associated with discipline, teamwork, commitment, accountability, leadership and organizational skills. These opportunities to teach occur throughout the sports season as students observe, listen and internalize these lessons.

- Treat all student athletes with respect, helping each one to develop their skills;
- Accept, and teach our athletes to accept, officials’ decisions and not to indicate any inappropriate displeasure, verbally or non-verbally (i.e.: gestures);
- Not discuss or comment on a student athletes talent/skill or lack thereof with other student athletes or members of the community;
- Provide positive instruction and do not put-down, yell or use abusive statements toward athletes, remembering that students learn from receiving positive support and role modeling;
- Use respectful language at all times and not use profanity that is casual or directed at any individual. Expect the same from student athletes;
- Discipline student athletes in a positive manner, using constructive communication skills prior to training activities as punishment to extinguish undesirable behavior;
- Outline expectations for participation, along with consequences at the beginning of each season and during the parent/student orientation meeting;
- Provide a safe practice and competitive environment for our student athletes;
- Listen respectfully to concerns brought to my attention by parents/guardians of our student athletes;
- Be conscientious of the issues of body image;
- Not use physical actions, such as pushing or throwing objects, to discipline or exhibit displeasure;
- Respect the student athletes’ responsibilities to their academics and other school, community and family activities;
- Be knowledgeable about the rules which govern the eligibility of our student athletes and apply them as intended;
- Encourage student athletes to participate in other sports/activities/competitions throughout the school year; and,
- All coaches will support other coaches and their sports or activities.

### **DISTRIBUTION OF POLICY**

An athletic orientation meeting will take place prior to the beginning of each sports season. It is requested that all students planning to participate in any extra-curricular activities offered through ISD #162 to attend this meeting along with a parent or guardian. If the student and/or parent are unable to attend at the scheduled time, they are required to complete the paperwork process and be knowledgeable of and abide by the policies and procedures as set forth by the MSHSL and Bagley School District.

All students and parents will be required to read the Athletic Competition Position Statement, sign and return the acknowledgement section of the code to the Athletic Director. All signed acknowledgement form will be kept on file in the Athletic Director’s office for the entire school year. Students/Parents will

need to sign a new form for each year of participation. No student will be allowed to participate in any team activities until the signed acknowledgement is returned to the coach.

## **GRIEVANCES**

In the event of a parent/guardian has a concern or complaint, the chain of command shall be followed. The chain of command is as follows:

COACH/HEAD COACH → ATHLETIC DIRECTOR → PRINCIPAL →  
SUPERINTENDENT → SCHOOL BOARD

If the complainant is not comfortable stating their concerns directly to the coaching staff, they may request that the Athletic Director be present. Should the complainant choose to discuss the concern/complaint with the coach, it is recommended that they ask for a meeting with the coach rather than approaching the coach prior to or immediately after a game/match.

Any person(s) who has a complaint concerning extra curricular programs, or alleges that the school district is not complying with this policy or any actions prohibited by this policy, shall present the complaint to the Athletic Director.

If the Athletic Director finds that the complaint is justified, he/she shall initiate action to rectify the complaint. This may include consulting with administration and coaching staff.

If the Athletic Director finds that the complaint is not justified, he/she shall so notify the complainant in person or in writing.

Whether found to be valid or invalid all complaints will remain on file until the end of the season/year. At the end of the season/year, the Athletic Director will evaluate the coaches and valid complaints will become part of the permanent record; invalid complaints will be discarded.

If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools.

The complaint process does not apply to individuals who do not attend the applicable sports orientation meeting.

## **Bagley School District #162**

### **Non-Discrimination Statement**

**Bagley Public Schools does not discriminate on the basis of sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, marital status, and age in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VIII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments to the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.**

**Dear Parents/Guardians:**

**Bagley School District #162 does not provide any type of health insurance for injuries incurred by your child at school.**

**We encourage all families to have accident coverage on their children, prior to participation in any sports or school sponsored activity. If you feel your coverage is adequate, please sign the statement below.**

**If you are interested in purchasing inexpensive accident insurance you may do so by contacting the high school office at 694-3120.**

Student Name \_\_\_\_\_ Sport \_\_\_\_\_

We the undersigned, feel we have adequate insurance protection for our child while practicing or participating in School District #162 Sports.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

I the undersigned have received and read the Bagley School Athletic Competition Position Statement for the ~~2015-16~~ 2016-17 school year.

Print Student-Athlete's Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Checklist of forms needed to be submitted to be eligible for participation:

- \_\_\_\_ Have a current Physical form on file – (current within 3 years)
- \_\_\_\_ Completed MSHSL Health Questionnaire (when a physical is not required)
- \_\_\_\_ Signed Minnesota State High School League Eligibility form
- \_\_\_\_ Attended Sport Orientation Meeting with parent/guardian
- \_\_\_\_ Paid Activity Fee
- \_\_\_\_ Completed Emergency Card
- \_\_\_\_ Athletic Competition Position Statement/Insurance Form Signed

**Parent Pledge**

As a parent, I acknowledge that I am a role model. I will remember that school athletics and activities are an extension of the classroom, offering learning experiences for students. I must show respect for all players, coaches, spectators, officials and support groups. I will participate in cheers that support, encourage and uplift the teams involved. I understand the spirit of fair play and that good sportsmanship is expected by our school, our conference and the MSHSL. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student involved in athletics and activities.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Professional Development Proposal  
Bagley School District  
Coaching Assignments

**Professional Development Proposal supporting coaching assignments**

Currently, coaches are permitted to travel to coaching clinics/related activities to their coaching assignments. The support from the district includes coaches not having to use personal leave time for this travel and the district will provide a vehicle if requested. Coaches also receive reimbursement for any professional coaching membership organization that they belong to.

I would like to propose that we permit coaches to be reimbursed for up to a maximum of \$250 for professional development that has been pre-approved per district policy. Reimbursement would be permitted for overnight lodging, registrations/admissions fees, and professional development materials (DVDs, etc) that directly relate to the coaching assignment. This proposal would be for Head Varsity coaches and assistants that work directly with the varsity teams. All reimbursements would be made per district policy. The maximum allowable amount does not carry over from year to year.

**524 Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy**

Board Adopted: September 2, 2008

Board Revised: ~~June 6, 2016~~ ~~March 16, 2015~~ ~~May 27, 2016~~

**I. PURPOSE**

The purpose of this policy is to set forth guidelines for access to acceptable and safe use of the District’s electronic technologies. Electronic technologies include but are not limited to the district network, computers, mobile devices, printers, telephones, and the applications they support and/or access both on and off campus. The policy complements the District’s Internet Policy.

**II. GENERAL STATEMENT OF POLICY**

The Bagley School District provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence in Bagley schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff.

**III. EDUCATIONAL PURPOSE**

Access to the technology in the Bagley School District has been established for educational purposes. The use of the Bagley School District’s electronic technologies is a valued resource to our community. All electronic technologies, including personal devices using the districts connectivity, must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

School computers, telecom, memory devices, networks, cloud storage and related hardware and software are the property of the Bagley School District. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws. Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

#### **IV. DEFINITIONS**

The term “users” refers to any person using the District’s electronic technologies. The term “Internet” refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term “intranet” refers to the District’s network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term “electronic technologies” refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

#### **V. UNACCEPTABLE USES**

Users are responsible for anything set on the network with their name or other individual identified, e.g. IP address, on it. Users shall not engage in any activity that disrupts or hinders the performance of the District’s electronic technologies. Specifically, the following uses of the District’s electronic technologies are considered unacceptable:

- A. Users will not use the District’s electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
  1. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
  3. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
  4. Information or materials that could cause damage or danger of disruption to the educational process;
  5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
  6. Orders made by shopping online during time designated as off-limits by the District.
  7. Personal photos, files or music not related to educational purposes for any extended length of time.
  8. Unauthorized audio or video content streaming that decreases available internet bandwidth to district users.

- B. Users will not use the District's electronic technologies too knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks by use of email, social media, blogs, podcasts, etc.
- C. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law. Users will not use the District's electronic technologies for political campaigning or personal profit.
- E. Users will not physically or electronically vandalize District technologies nor use the District's electronic technologies to vandalize, damage or disable the property of another person or organization.
  - 1. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
  - 2. Users will not tamper with, modify or change the District's electronic technologies software, hardware or wiring or take any action to violate the District's security system.
  - 3. Users will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users.
  - 4. Users may not add or remove any software nor modify the equipment, software configuration, or environment. All electronic technology requests must go through the District's Technology Department processes.
- F. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- G. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- H. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.

- I. Messages, files and records on the District’s electronic technologies may not be encrypted without the permission of appropriate administrative school authorities. Users must keep all account information and passwords private. The District reserves the right to access user accounts when deemed necessary.
- J. Users will not use the District’s electronic technologies in any way that may violate trademark copyright laws or usage licensing agreements:
  - 1. Users will not use another person’s property without the person’s prior approval or proper citation,
  - 2. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
  - 3. Users will not plagiarize works they find on the Internet or other information resources.
- K. Users will not use the District’s electronic technologies for unauthorized commercial purposes or for financial gain unrelated to the Mission of the District. Users will not use the District’s electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by the District administration.
- L. The District does not support personal equipment. Users will not install any personal equipment or software on any district-owned systems.

**VI. FILTER**

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. Access to chat rooms, discussion boards and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain for the safety and security of minors.
- D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The District is obligated to monitor and/or review filtering activities.

## **VII. INTERNET SAFETY POLICY EDUCATION**

During the first week of school and prior to the start of second semester, classroom and/or first hour teachers will provide a minimum of two lessons covering:

- 1. The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms.
- 2. Cyberbullying awareness and response
- 3. Unauthorized disclosure, use and dissemination of personal information regarding minors.
- 4. Unauthorized access, including “hacking” and other unlawful activities by minors online.
- 5. Safety/security of minors when using e-mail, chat rooms, other direct electronic communications.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

By authorizing use of the School District electronic technologies, the Bagley School District does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the District’s electronic technologies.

- A. Routine maintenance and monitoring of the District’s electronic technologies may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- B. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- C. Parents have the right at any time to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.
- D. District users are advised that the School District retains the right at any time to investigate or review the contents of their files and e-mail files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition,

District staff is advised that data and other materials in files maintained on or transmitted through the District's electronic technologies may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.

- E. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School District policies conducted through the District's electronic technologies

### **VIII. ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. [An appropriate Acceptable Use Agreement will be acknowledged and presented annually for all employees.](#)

~~Internet Use Agreement for employees must be signed by the employee. The form must then be filed with the District.~~

- D. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of login codes. Passwords are not viewable by network administrators but may be changed to gain access to a user account if necessary.

### **IX. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the District's educational technologies is at the user's own risk and is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the District's systems or for delays or changes in or interruptions of service or miss-deliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's electronic technologies. The District will not be responsible for financial obligations arising through unauthorized use of the District's educational technologies or the Internet.

### **X. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the District's electronic technologies must not violate other policies and regulations of the District, including but not limited to the District policies on Gifts and Donations, Nondiscrimination, Harassment and Violence, Web site and Intranet, Instructional Materials Selection and Review, and Curriculum Goals.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Internet Safety Policies. This notification will be posted on the second board meeting agenda each August in an open public forum.
- B. This notification shall include the following:
1. Notification of Unacceptable Use of District Electronic Technologies.
  2. Internet Safety Protection
  3. Notification that Internet use is subject to compliance with District policies.
  4. Disclaimers limiting the District's liability relative to:
    - a. Information stored on District systems including diskettes, hard drives, or servers, CD, DVD memory stick or similar devices, cloud storage, or any other storage device:
    - b. Information retrieved through the District's computers, networks or online resources;
    - c. Personal property used to access the District's computers, networks or online resources;
    - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
    - e. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  5. Notification of password ownership and password protection procedures.
  6. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
  7. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  8. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by the School District.
  9. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

10. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside-of-school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's educational technologies and of the Internet if the student is accessing the District's electronic technologies from home or through other remote location(s).
- B. Parents will be notified that their students will be using District resources/accounts to access the Internet and that the District will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the Electronic Technologies Acceptable Use Agreement provided to the student user;
  2. A description of parent/guardian responsibilities;
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option;
  4. A statement that the Electronic Technologies Acceptable Use Agreement must be signed by the user, parent or guardian, and the supervising teacher prior to use by the student; and
  5. A statement that the District's Electronic Technologies Acceptable Use Policy is available for parental review.

## **XIII. IMPLEMENTATION AND POLICY REVIEW**

- A. The Superintendent, and/or administrative team, is directed to develop the necessary guidelines for the implementation of this policy. The Superintendent, and/or administrative team, may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the School Board for approval.
- B. The Superintendent, and/or administrative team, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community through the district website.

**721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

Board Adopted:

***[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]***

**I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

**II. DEFINITIONS**

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

***[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]***

B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant

agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
  2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
  3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).

- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

### IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
  - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
  - 3. Procurement by sealed bids (formal advertising).
  - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
    - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
    - b. Proposals must be solicited from an adequate number of qualified sources;
    - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

- d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered

transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

## V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district’s financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general

and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

- B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.

2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
  3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
  4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:
1. Advisory councils;
  2. Audit costs and related services;
  3. Bonding costs;
  4. Communication costs;
  5. Compensation for personal services;
  6. Depreciation and use allowances;
  7. Employee morale, health, and welfare costs;
  8. Equipment and other capital expenditures;
  9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
  10. Insurance and indemnification;
  11. Maintenance, operations, and repairs;
  12. Materials and supplies costs;
  13. Meetings and conferences;
  14. Memberships, subscriptions, and professional activity costs;

15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;

13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and

policies.

- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
  2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

## VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

### A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

### B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
  - b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker’s compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other

activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
  4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
  5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
  6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable

only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

***[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]***

Date: July 12, 2016

### **DISTRICT CURRICULUM ADVISORY COMMITTEE (DCAC)**

The District Curriculum Advisory Committee met on July 7, 2016, in the BHS Board Room from 7:30 PM to 9:15 PM. The DCAC members present were David Gooch, LeAnn Agnes, Joni Erickson, Sara Titera, Doug Sloan, Carol Bliss-Quinn, Maija Hecht, and Steve Cairns.

The Bagley High School Social Studies Department spokesperson Carol Bliss-Quinn presented the grades 7-12 Curriculum Resources to the DCAC (see attached list). The Social Studies department is recommending these selected textbooks to the School Board for adoption. Discussion focused on each textbook chosen for the courses being taught during the SY 2016-17. She described the curriculum selection process used by the Social Studies department.

1. The Social Studies department began reviewing resources and holding discussions beginning in September 2015. This is a partial list of the criteria used by the department for curriculum selection.
  - a. Texts and supplemental resources were ordered from multiple vendors for preview.
  - b. The department conducted readability tests on all textbooks for grade appropriateness.
  - c. The availability of electronic textbooks was essential.
  - d. Textbook resources must have excellent on-line support.
  - e. Quality interactive maps and graphs were of high importance.
  - f. Teacher guides needed to be user friendly.
  - g. Textbooks have clearly defined vocabulary.
  - h. All textbooks were to follow a linear progression of history through time.
  - i. Textbooks are designed to help students appreciate, understand, and accept human diversity and interdependence.
  - j. Discriminatory biases have been minimized in these resources.
  - k. All educational resources can be aligned to the MN State Standards and Benchmarks for the appropriate grade level.
  - l. Resources will meet the World's Best Workforce requirements for student readiness goals in college and careers.
  - m. Student performance measures are clearly communicated in each chapter.
  - n. Experiential learning for students is present to enhance learning, solve problems, and develop creativity and self-expression.
2. The Social Studies department chose to order hard copy textbooks for students.
  - a. To ensure a physical textbook for all students to have.
  - b. Not all students have Internet access at home.
  - c. Too early in the 1:1 student device roll-out process for staff to be fully comfortable with on-line e-texts.
  - d. Good audio book resources for Sp. Ed. needs.
  - e. Duplicate texts and resources will be ordered for Sp. Ed. classrooms.
3. Mrs. Bliss-Quinn introduced a new AP History class to be taught in SY 2017-2018. Mrs. Bliss-Quinn is developing the curriculum for the class.
4. The District Curriculum Advisory Committee reviewed the textbooks and resources. Time was allotted for questions and discussion concerning the curriculum selections. The committee was in support of the Social Studies department selections.

### ***Pursuing Educational Excellence for All***

*In partnership with parents and community, Bagley Public Schools will support, challenge, and empower students to become responsible, productive citizens.*

BOARD OF EDUCATION  
Adam Broden, Chairman  
Wendy Fultz, Clerk  
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**BAGLEY PUBLIC SCHOOLS**  
Independent School District 162  
202 Bagley Avenue Northwest  
Bagley, Minnesota 56621  
Telephone (218)694-6184 FAX (218)694-3221  
Steve D. Cairns, Superintendent

BOARD OF EDUCATION  
LeAnn Agnes, Director  
Toby Anderson, Director  
Kathy Clark, Director

**School Board Policy 603 “Curriculum Development”** was discussed to clarify the District Curriculum Advisory Committee’s role.

Within the ongoing process of curriculum development, the following needs were addressed:

\* Denotes Superintendent and DCAC responses.

1. Provide for articulation of courses of study from kindergarten through grade twelve.

\* Social Studies are not taught as a formal subject in the Bagley Elementary School. Social Studies are blended within the elementary Reading and Language Arts curriculums. Social Studies are taught in Grades 7-12 as independent courses. They are sequenced in the BHS registration guidebook.

2. Identify minimum objectives for each course and at each elementary grade level.

\* There are no State standards for Social Studies embedded at the Bagley Elementary School.

In Grades 7-12, the Social Studies department has been reviewing and comparing a variety of textbooks and supplementary materials as they relate to MN Academic Standards and Benchmarks. The 7-12 Social Studies department will embed the MN standards and benchmarks into the required courses. The final curriculum mapping process will be posted to [www.bagley.k12.mn.us](http://www.bagley.k12.mn.us) on the School District’s website when completed.

3. Provide for continuing evaluation of programs for the purpose of attaining Policy 603 F – See school district “Curriculum Review Cycle” posted to the School District Website.

\* The School District “Curriculum Review Cycle” spreadsheet will be updated during the 2016-2017 SY by the BHS and BES Leadership Teams and posted to the website.

4. Provide a program for ongoing monitoring of student progress.

\* Although there are published MN State Standards and Benchmarks in Social Studies, there are no formal Minnesota Comprehensive Assessments for schools in Social Studies at this time. All student progress is monitored through local assessments that are aligned with the MN State Standards.

5. Provide for specific, particular, and special needs of all members of the student community.

\* Extensive review of curricular resources and materials was conducted by the Social Studies Department related to student needs. Considerations have been given to students and teaching staff, including special considerations such as; books on tape, on-line support, e-book availability, appropriate readability, vocabulary, diversity representation in race and culture, etc. Parent/Guardians having objections with instructional units may refer to M.S. 120B.20 for alternative instructional assignments.

6. Integrate required and elective course standards in the scope and sequence (mapping) of the district curriculum.

\* This process is on-going by the Social Studies department and will be posted to the website [www.bagley.k12.mn.us](http://www.bagley.k12.mn.us) upon completion.

7. Meet all applicable requirements of the Minnesota Department of Education and the No Child Left Behind Act. \* YES, the alignment is a priority.

**FINAL COMMITTEE RECOMMENDATION – The District Curriculum Advisory Committee appreciates the extensive work conducted by the Bagley High School Social Studies Department and is in full support of the department’s recommendations to purchase the attached curricular resources if approved by the School Board at their Monday, July 18, 2016 meeting.**

*Pursuing Educational Excellence for All*

*In partnership with parents and community, Bagley Public Schools will support, challenge, and empower students to become responsible, productive citizens.*

## Social Studies Textbook Curriculum List

### ✂ 7th Grade U.S. History

Pearson

American History

Davidson, Stoff, Bertolet, Swan. 2016.

ISBN 978-0-13-330701-6

\*Need- 100 textbooks and teacher support materials as well as online resources.

### ✂ 8th Grade Geography

McGraw-Hill

Discovering World Geography

Richard G. Boehm. 2014.

ISBN 978-0-07-893619-7

\*Need- Classroom set of 30 books and online resources for total number of 8th graders each year, Teacher support materials as well as online resources.

### 9th Grade Civics

Glencoe, McGraw-Hill

(existing curriculum)

Civics Today

Remy, Patrick, Saffell, Clayton. 2010.

ISBN 978-0-07-892136-0

\*Use existing books for reference materials. No additional purchase.

Plato Course

(existing curriculum)

Civics Semester A v 2.0 & Semester B v 2.0

\*Need- Online access and ability to access for more than 30 at a time. Continued online access and ability to edit.

✧ **10th Grade U.S. History**

Pearson

United States History

Lapsansky-Werner, Levy, Roberts, Taylor. 2016.

ISBN 978-01-3330695-8

\*Need- 100 textbooks and teacher support materials as well as online resources.

✧ **AP U.S. History**

Pearson

AP Edition By The People, A History of the United States

Fraser. 2015.

ISBN 978-0-13-136618-3

\*Need- 25 textbooks and teacher support materials as well as online resources.

✧ **11th Grade World History**

*(will have a 2017)*

McGraw-Hill

World History and Geography. 2014.

Jackson J. Spielvogel

ISBN 978-0-07-664868-9

\*Need- Classroom set of 30 books and online resources for number of students each year. Teacher support materials as well as online resources.

✧ **12th Grade Economics**

Pearson

Economics. 2016.

O'Sullivan, Sheffrin.

ISBN 978-01-3330693-4

\*Need- 40 textbooks and teacher support materials as well as online resources.

## 12th Grade Advanced Geography

Pearson

Contemporary Human Geography 2e. 2013.

(existing curriculum)

Rubenstein

ISBN 978-0-312-81112-7

\*Need- 10 textbooks and teacher support materials as well as online resources.

✂ C.I.A. (atlas)

C.I.A. World Factbook 2016

Central Intelligence Agency

ISBN 978-16350328-0

\*Need- 40 booklets

## Psychology

Holt McDougal

*(no newer one out)*

*(2003 or 2004)  
no longer in  
print.*

Psychology, Principles in Practice. 2010.

Rathus

ISBN 978-0-554-02687-9

\*Need- 40 textbooks and teacher support materials as well as online resources.

## Sociology

Holt McDougal

Sociology, The Study of Human Relationships, 2010.

(existing curriculum)

Thomas

ISBN 978-0-55-402857-6

\*Need- 10 additional textbooks

## Humanities

Pearson

The Humanities, Culture, Continuity & Change. 2012.  
(existing curriculum)

Sayre

ISBN 978-0-205-78215-4

\*Need- 10 additional textbooks (Marilyn purchase thru Amazon for best price)

Holt, Rinehart, Winston

The Tragedy of Julius Caesar  
(existing curriculum)

Shakespeare

ISBN 0-03-052229-3

\*Need- 10 additional text

Signet Classics, Mass Market Paperback

The Iliad

(existing curriculum)

Homer

ISBN 978-0-45152737-0

\*Need- 10 additional text (Marilyn purchase thru Everbind)

## Criminal Justice

Glencoe

Street Law, A Course in Practical Law. 2005.

Arbetman, O'Brien

ISBN 0-07-860019-7

\*Use existing books for reference materials.

Plato Course

Principles of Law, Public Safety, Corrections and Security  
(existing curriculum)

\*Need- Online access and ability to access for 30 at a time. Continued online access and ability to edit.

MEMORANDUM OF UNDERSTANDING BETWEEN THE  
CLEARWATER COUNTY SHERIFF'S OFFICE AND THE  
BAGLEY SCHOOL DISTRICT

The Clearwater County Sheriff's Office (Sheriff) and the Bagley School District (School) do hereby agree to enter into a partnership for the purpose of establishing and maintaining a School Liaison Program. The program will utilize a School Liaison Officer, who will be a sworn Clearwater County Sheriff's Deputy and will work in the Bagley Schools when school is in session.

Mission

The School Liaison Program is a cooperative, prevention-oriented plan between the Sheriff and the School. It is designed to prevent delinquent and criminal behavior by youths and is intended to deal with youth concerns before they become youth problems. The Sheriff has a genuine interest in the youth of Clearwater County. The School Liaison Program can provide a forum through which students, parents, faculty, and law enforcement can become acquainted and, as a result, earn mutual respect.

Goals of the Partnership

1. Improve safety within the school district and community, by:
  - a. Becoming a visible presence both inside and outside school buildings;
  - b. Investigating violations of state law, ordinances and applicable school policy that occur on or off campus;
  - c. Providing training on safety issues to school staff when appropriate;
  - d. Serving as a member of the School Safety Team;
  - e. Collecting intelligence information concerning threats to personal safety and order on and around campus; and
  - f. Identifying problems or behaviors that are detrimental to the educational process and/or welfare of students or staff, handling these issues directly, or referring them to appropriate staff or community resources;
  - g. Monitoring traffic on and around campus and taking appropriate enforcement action; and
  - h. Being a member of the School's Emergency Planning Team.
  
2. Develop a mutually positive and receptive relationship between the School Liaison Officer and students, by:
  - a. Providing opportunities for students to meet with the School Liaison Officer, privately if necessary;

- b. Establishing and having regular office hours for students to contact and meet with the School Liaison Officer;
  - c. Developing and maintaining a highly visible and approachable presence on campus; and
  - d. Meeting with students and collaborating with faculty to assist them with issues of tobacco, alcohol, and drug use prevention, crime prevention, and personal safety.
3. Facilitate the appropriate referral of students and their families to various services and resources available in the school and in the community, by:
  - a. Developing and maintaining a positive and trusting relationship between the School Liaison Officer, students, student's families, and school staff;
  - b. Maintaining and disseminating appropriate literature and information on available resources in the community; and
  - c. Collaborating with school counselors, staff, and community service agencies to provide students and families with needed assistance.
4. Providing formal and informal educational opportunities to discuss law, ordinances, the justice system, and law enforcement with students, faculty, and parents, by:
  - a. Being available as a resource for classroom presentations, support groups, and student organizations on topics related to the basic understanding of state law, the juvenile code, ordinances, and the role of law enforcement;
  - b. Attending school staff meeting when requested to discuss topics related to school safety or any other law enforcement-related subject;
  - c. Utilizing media to communicate with students and parents;
  - d. Working with students and staff on special events and programs; and
  - e. Presenting programs on issues relating to tobacco, alcohol, and drug use prevention, violence prevention, and safety.

#### Selection and Retention of the School Liaison Officer

The School Liaison Officer is a licensed deputy with the Clearwater County Sheriff's Office. The School Liaison Officer will be selected and assigned by the Sheriff or his/her designee. The selection process will include, but not be limited to, an interview by a panel including the Sheriff, Clearwater County Attorney, and school district representatives. The School Liaison Officer selected shall be acceptable to the School.

#### Supervision

The School Liaison Officer is an employee of the Sheriff and is subject to the policies, rules, and regulations of the Sheriff. Under the supervision of the Sheriff, the School Liaison Officer will engage in crime prevention, detection, investigative activities, and liaison activities between the

Sheriff and the School; and under the direction of the School, the School Liaison Officer will serve as a resource for school staff and faculty, students, and parents on law enforcement-related issues.

### Programmatic Reporting

Although the School Liaison Officer is an employee of the Sheriff, the success of the partnership relies on the collaboration between the Sheriff and the School. The School Liaison Officer will be guided by a joint School Liaison Officer Coordinating Committee, comprised of the Sheriff, the School Superintendent or designee, and the Clearwater County Attorney. The Coordinating Committee will meet on a quarterly basis, or more frequently as needed, during the school year.

### Community Policing Activities

The School Liaison Officer will work with school staff and faculty, community agencies and officials, and other law enforcement personnel to address issues of student safety and crime in and around the School property. Some of the issues include:

- Identification of students involved in gang, alcohol, and/or drug activity.
- Development and implementation of strategies to reduce smoking, littering, and parking problems around School property.
- Expanding crime prevention efforts.
- Development and implementation of strategies to reduce the incidence of violence, bullying, and intimidation in and around School property.

### Work Schedule

The School Liaison Officer shall be available for duty at the School when the School is in session in conjunction with the school year calendar. The School Liaison Officer's duty hours shall be determined by the provisions of the labor agreement between Clearwater County and the Teamsters Local 320. Whenever possible, it is the intent of the parties that the School Liaison Officer's duty hours shall conform to the school day. The Sheriff, with input from the School Liaison Officer and the School as needed, shall prepare the work schedule and provide a copy of the schedule to the School. The School Liaison Officer, as part of his/her responsibilities, may be required to attend and assist at certain extracurricular activities. These responsibilities shall be scheduled as part of the School Liaison Officer's duty hours.

### Dress Code

The School Liaison Officer shall wear uniforms in compliance with and as authorized by the Sheriff. The Sheriff may designate that the School Liaison Officer wear plain clothes.

### Training

The School Liaison Officer will be excused from duty in the School Liaison Program for police in-service and other training deemed necessary by the Sheriff or his/her designee. The Sheriff will attempt to minimize the training days during the school year.

### Overtime

In the event the School Liaison Officer is to engage in duty work in excess of his/her normal hours resulting in overtime, such overtime must receive prior approval, consistent with the Sheriff's policies.

### Incidents

Incidents occurring on or about the school property which require law enforcement intervention should be investigated by the School Liaison Officer, unless additional law enforcement resources are necessary or the School Liaison Officer is not on duty. The School Liaison Officer shall conduct such investigations in accordance with Sheriff Policy and procedure and prepare customary law enforcement reports.

### Transportation of Students

The School Liaison Officer shall not transport students, except:

- When the student is a victim of a crime, under arrest, or some other emergency situation exists, or
- When the student has been suspended and/or sent home from school pursuant to school disciplinary actions, the student's parents/guardians have refused or are unable to pick up the student within a reasonable period of time, and the student is disruptive/disorderly and his/her continued presence on School property poses a threat to the safety and welfare of other students and/or school personnel.

Unless under arrest, a student shall not be transported to any location unless the student's parent/guardian is at that location to take custody of the student. The School Liaison Officer shall notify the School upon removing a student from School property.

### Access to Education Records

School officials shall allow the School Liaison Officer to inspect and copy any records maintained by the School to the extent allowed by law. The School Liaison Officer shall be a member of the Clearwater County Child Protection Team and may access information in accordance with Minnesota Statutes Section 626.558. If some information in a student's record is necessary in an emergency situation to protect the health or safety of the student or other

individuals, School officials may disclose to the School Liaison Officer that information which is needed to respond to the emergency situation. This determination will be based on the need of the information to meet the emergency situation and the extent to which time is of the essence.

If confidential student records information is requested by the School Liaison Officer, but no emergency situation exists, the information may be released only as allowed by law.

#### Evaluation of the School Liaison Officer

In June of each year the School will provide to the Sheriff a performance evaluation report of the School Liaison Officer. The evaluation report shall be in a format mutually agreed upon by the School and the Sheriff. The evaluation report will be used in the evaluation of the School Liaison Officer by the Sheriff in accordance with county and office policy.

Upon allegations of unlawful or improper conduct by the School Liaison Officer, the School may request immediate removal and/or reassignment of the School Liaison Officer. The Sheriff or his/her designee shall take disciplinary action consistent with the allegations pending completion of a joint Sheriff and School investigation into such allegations.

Upon appropriate documentation of unsatisfactory performance by the School Liaison Officer, the School may request removal and reassignment of the School Liaison Officer. The Sheriff has the authority to reassign the School Liaison Officer at any time.

#### Liability

Each party hereto shall be solely responsible and liable for the act(s) and/or omission(s) of its own officers, employees, officials, agents, representatives, and members. Each party shall and hereby does indemnify and hold harmless the other from any and all damages, liability, judgments, claims, expenses, fees, costs, actions, demands, and payments of whatsoever kind and nature arising from and/or pertaining to the act(s) and/or omission(s) of its own officers, employees, officials, agents, representatives, and members. This indemnity and waiver shall apply solely with respect to the operation of the School Liaison Program.

#### Amendments

This Memorandum of Understanding may be amended only upon mutual written agreement executed by both parties.

#### Emergency Powers Unaffected

Notwithstanding any provision in this Memorandum of Understanding to the contrary, the Sheriff shall retain the authority to temporarily suspend the Sheriff's participation in this program

and reassign the School Liaison Officer in the event the Sheriff determines that such suspension and reassignment are necessary for the health, welfare, safety, and best interest of the community, and/or such is required by the Sheriff, ordinance, state law, and/or other exigent and/or compelling circumstances.

Exceptions

Nothing in this document is intended to be an all-inclusive list of duties, responsibilities, or projects. Other duties, responsibilities, or projects may be assigned to the program as necessary and required by the Sheriff to ensure the success of the program.

Term of Memorandum of Understanding

The parties agree that the term of this Memorandum of Understanding shall (be for the 2016-2017 academic school year) (be from September 1, 2016 to and including June 1, 2017.)

Cost of the Memorandum of Understanding

For the provision of a School Liaison Officer on School property, the School agrees to pay Clearwater County the sum of \$40,000.00 per academic school year due on or before December 31<sup>st</sup> of each year.

This Memorandum of Understanding may be cancelled by either party at any time, with or without cause, upon 30 days written notice to the other party. In the event of a cancellation, Clearwater County shall be entitled to payment, determined on a pro rata basis, for services provided.


Dated this \_\_\_ day of \_\_\_\_\_, 2016

Bagley Public Schools

\_\_\_\_\_  
Superintendent

Dated this 29 day of June, 2016

Clearwater County Sheriff's Office

  
\_\_\_\_\_  
Darin Halverson, Sheriff

MEMORANDUM OF UNDERSTANDING

Between

Bagley Education Association, Local 7011

And

Independent School District No. 162, Bagley, MN

This Memorandum of Understanding (MOU) is entered into by and between Independent School District No. 162, Bagley (“School District”) and Bagley Education Association, Local 7011 (“Union”).

WHEREAS, the School District and the Union are parties to a Master Agreement governing the terms and conditions of employment for teachers;

WHEREAS, Article XVIII sets forth the salaries and benefits of Special and Student Teaching Assignments for teachers employed by the School District; and

WHEREAS, the School District and the Union mutually desire to enter into this MOU to resolve any issues related to the salary and benefits for teachers who are dance chaperones.

NOW, THEREFORE, the School District and the Union agree to the following:

All dance chaperone assignments for teachers employed by the School District will:

1. Be paid as follows:
  - 3 Hour Dance Chaperone(s) \$50
  - 4 Hour Dance Chaperone(s) \$70
2. This MOU will remain in effect until a successor master agreement is reached between the Union and the School District

By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of this Agreement.

For Independent School District No. 162:

\_\_\_\_\_ Dated \_\_\_\_\_

For Bagley Education Association, Local 7011:

\_\_\_\_\_ Dated \_\_\_\_\_

The last three custodians that were hired by the school district agreed to acquire a Special Engineers Boiler License within one year of their hiring date. There was no language in the work agreement that they signed addressing what would happen in the event that they did not or could not pass the exam within one year. In an Email from Ben Weekly, a classroom instructor for boiler class students , I was informed that “ The state tests are much harder now than they were a few years ago”. Given that, and the fact that the closest available boiler class that is offered to prepare for the testing is in Detroit Lakes ( A 40 hour, six week class), I am requesting for approval from the Board of Education that the wording on the work agreement be amended to read as follows:

A non- licensed custodian can advance to Step 2 upon acquiring a Special Engineers Boiler License. The licensed custodian can then advance one step per year to Step 4. A First Class C Boilers License is required to advance to step 5.

**BAGLEY PUBLIC SCHOOL POLICY  
Custodian Work Agreement  
July 1, 2015 through June 30, 2017**

<b>1. Wages:</b>	2015-2016	Step 1 - \$13.23	2016-2017	Step 1 - \$13.68
		Step 2 - \$14.23		Step 2 - \$14.68
		Step 3 - \$15.23		Step 3 - \$15.68
		Step 4 - \$16.23		Step 4 - \$16.68
		Step 5 - \$17.45		Step 5 - \$17.95

A non-licensed custodian will advance no higher than step 4. A Special Engineer's License is required to advance to Step 5 prior to July 1, 2013. A First Class Engineer's License is required to reach Step 5 after July 1, 2014.

**2. Overtime & Double time:**

- Overtime paid for all pre-approved hours in excess of 40 hours per week. Any sick leave time will not be included in the determination of overtime eligibility. The eight hour allowance for approved holidays will be included in the determination of overtime.
- Double time on Sundays and Holidays worked as pre-approved.

**3. Hospital and Medical Insurance:** July 1, 2015 – June 30, 2017 ~ \$400.00/month Single

**Affordable Care Act Related Implications note.**

In the event this Agreement causes or will cause penalties, fees or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

**5. Sick Leave:** 1 day per month worked accumulative to 120 days. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, "child" and "grandchild" includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.

**6. Vacation:**

<u>Current Employees</u>	<u>Employees hired on July 1, 2006 and after</u>
1 – 9 years of service – 12 days per year.	1 – 9 years of service – 10 days per year.
10 – 19 years of service – 17 days per year.	10 – 19 years of service – 15 days per year.
20+ years of service – 22 days per year.	20+ years of service – 20 days per year.

Employees may carryover a maximum of 3 unused vacation days to the following school year.

**7. Late Shift Pay:** \$.40/hour (Additional late shift applies to full time staff starting their shift at 2:00 p.m. or later.)

**8. Holidays:** Full pay shall be granted for the following holidays:

Labor Day	President's Day	Thanksgiving	Day After Thanksgiving	
Good Friday	Christmas	Memorial Day	New Year's Day	Fourth of July

If school is in session on President's Day, an alternative day will be established by the School Board.

**9. Seniority pay based upon the following schedule:**

Following 5 years of service	\$5.00/month
Following 10 years of service	\$10.00/month
Following 15 years of service	\$15.00/month
Following 20 years of service	\$20.00/month

Following 25 years of service \$25.00/month

**10. Problem Resolution:** In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the immediate supervisor. If the employee feels that the problem has not been resolved following the discussion with the supervisor, the employee should discuss the problem with the Superintendent. If the problem remains unresolved, the employee may refer the problem to the Board's Negotiating Committee. If the problem is not solved at that point the employee has the right to address the problem to the full School Board for final resolution.

**11. Severance Pay:** 30% of all unused sick leave will be paid upon retirement of resignation accepted by the School Board. Employees must work at least five consecutive years to qualify.

**12. Uniform Allowance:** Employees are allowed to receive 5 new uniform shirts each year. Vendor and uniforms must be pre-approved through the Head of Buildings and Grounds.

IN WITNESS WHEREOF, I have sub-  
scribed my signature this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Custodian

\_\_\_\_\_  
Custodian

IN WITNESS WHEREOF, I have sub-  
scribed my signature this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
School Board Clerk

EXTRACT OF MINUTES OF MEETING  
SCHOOL BOARD OF SCHOOL DISTRICT ISD \_\_\_\_\_  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. \_\_\_\_\_, State of Minnesota, was held on \_\_\_\_\_, at \_\_\_ PM., for the purpose, in part, of approving the District's Long-Term Facility Maintenance Ten Year Plan.

\_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING SCHOOL DISTRICT NO. \_\_\_\_\_ LONG-TERM FACILITY MAINTENANCE TEN YEAR PLAN**

BE IT RESOLVED by the School Board of District No. \_\_\_\_\_, State of Minnesota, as follows:

1. The School Board of School District \_\_\_ has approved the Long-Term Facility Maintenance Ten Year Plan for its facilities for 2017-2026. The various components of this plan are attached.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

I, the undersigned, being the duly qualified and acting Clerk of School District No. \_\_\_\_, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. \_\_\_\_, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of School District No. \_\_\_\_ Long-Term Facility Maintenance Ten Year Plan.

WITNESS MY HAND officially as such Clerk this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Clerk

School District No. \_\_\_\_\_

Long-Term Facilities Maintenance (LTFM) Ten Year Revenue Projection			Revised 6/24/2016											
<b>162 &lt;= Type in School District Number</b>														
<b>BAGLEY PUBLIC SCHOOL DISTRICT</b>														
<i>Calculations for Ten Year Projection</i>			Pay 16	Payable 2016	LLC Certification	Current Estimate								
	LLC #	FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16 to 18, 20, 21, 26, 27 and 50													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	<b>Initial Formula Revenue</b>													
6	Current year APU	55	1,054.80	1,122.80	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)													
6b	Total Adjusted Pupil Units = (6) + (6a)			1,122.80	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	
7	District average building age (uncapped)	401	34.11	32.72	33.72	34.72	35.72	36.72	37.72	38.72	39.72	40.72	41.72	
8	Formula allowance			\$ 193.00	\$ 193.00	\$ 292.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	
9	Building age factor = (Lesser of (7) / 35 or 1)			402	0.93486	0.96343	0.99200	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	
10	Initial revenue = (6) * (8) * (9)			403	198,399.74	202,584	314,798	421,818	425,220	425,220	425,220	425,220	425,220	
11	<b>Added revenue for Eligible H&amp;S Projects &gt; \$100,000 / site</b>													
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess			702	466,951	466,741	466,426	466,006	470,731	469,248	472,516	475,141	477,015	
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)			756	115,000	-	-	-	-	-	-	-	-	
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)			701	-	-	-	-	-	-	-	-	-	
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)			755	-	-	-	-	-	-	-	-	-	
16	Pay as you go levy for FY 2016 and earlier Alt Facilities H&S projects financed over more than one year (1B)			405	-	-	-	-	-	-	-	-	-	
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue			703	-	-	-	-	-	-	-	-	-	
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site			406	-	-	-	-	-	-	-	-	-	
19	Total FY 17 revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (16) + (17) + (18)			407	351,165.53	351,951	466,741	466,426	466,006	470,731	469,248	472,516	475,141	
	<b>Added revenue for Pre-K remodeling for approved programs</b>													
20a	Net debt service for bonds approved for Pre-K remodeling													
20b	Pay as you go for projects approved for Pre-K remodeling													
20c	Total Pre-K revenue													
20d	<b>Total New Law Revenue (10) + (19) + (20c)</b>			408	554,535	781,539	888,244	891,226	895,951	894,468	897,736	900,361	902,235	

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Long-Term Facilities Maintenance (LTFM) Ten Year Revenue Projection			Revised 6/24/2016											
<b>162 &lt;= Type in School District Number</b>														
<b>BAGLEY PUBLIC SCHOOL DISTRICT</b>														
Calculations for Ten Year Projection			Pay 16	Payable 2016	Current Estimate									
	LLC #		FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	
<b>Old Formula revenue</b>														
21	409	Old formula Health & Safety revenue (accumulated project costs - accumulated revenue)	-	-	-	-	-	-	-	-	-	-	-	
22		Old formula alt facilities debt revenue (1A) - gross before debt excess	-	-	-	-	-	-	-	-	-	-	-	
23		Debt Excess allocated to line 22	-	-	-	-	-	-	-	-	-	-	-	
24	763	Old formula alt facilities debt revenue (1A) - debt excess	-	-	-	-	-	-	-	-	-	-	-	
25	764	Old formula alt facilities debt revenue (1B) = (12) - (13)		351,951	466,741	466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005	
26	412	Old formula alt facilities pay as you go revenue (1A)		-	-	-	-	-	-	-	-	-	-	
27	415	Old formula alt facilities pay as you go revenue (1B) > \$500,000		-	-	-	-	-	-	-	-	-	-	
28	420	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / \$193))		67,178	68,997	71,043	71,616	-	71,616	-	71,616	71,616	71,616	
29	421	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(28)		416,956.12	419,129	535,738	537,469	537,622	470,731	540,864	472,516	546,757	552,621	
30	422	<b>Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]</b>		549,565.27	554,535	781,539	888,244	891,226	895,951	894,468	897,736	900,361	902,235	
31	423	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number		-	-	-	-	-	-	-	-	-	-	
32	424	<b>District LTFM Revenue (30) - (31)</b>		549,565.27	554,535	781,539	888,244	891,226	895,951	894,468	897,736	900,361	902,235	
33	425	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)		-	-	-	-	-	-	-	-	-	-	
34	426	<b>Grand Total LTFM Revenue (32) + (33)</b>		549,565.27	554,535	781,539	888,244	891,226	895,951	894,468	897,736	900,361	902,235	
<b>Aid and Levy Shares of Total Revenue</b>														
35		For ANTC & APU, three year prior date	2014	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
36	31	Three year prior Ag Modified ANTC	4,179,006	4,179,006	4,312,793	4,485,305	4,664,717	4,851,306	5,045,358	5,247,172	5,457,059	5,675,341	5,902,355	
37	54	Three year prior Adjusted PU (New Weights)	1,093.49	1,093.50	1,096.68	1,057.80	1,122.80	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	1,119.00	
38	428	ANTC / APU = (36) / (37)	3,821.70	3,821.68	3,932.59	4,240.22	4,154.54	4,335.39	4,508.81	4,689.16	4,876.73	5,071.80	5,274.67	
39	429	State average ANTC / APU with ag value adjustment	7,153.78	7,153.78	7,388.38	7,657.52	7,958.71	8,267.76	8,598.00	8,942.00	9,300.00	9,672.00	10,059.00	
40	430	Equalizing Factor = 123% of (39)	8,799.15	8,799.15	9,087.71	9,418.75	9,789.21	10,169.34	10,575.54	10,998.66	11,439.00	11,896.56	12,372.57	
41	431	Local share of Equalized Revenue (lesser of 1 or (38) / (40))	43.43%	43.43%	43.27%	45.02%	42.44%	42.63%	42.63%	42.63%	42.63%	42.63%	42.63%	
42	432	State share of Equalized Revenue (1 - (41))	56.57%	56.57%	56.73%	54.98%	57.56%	57.37%	57.37%	57.37%	57.37%	57.37%	57.37%	
43	427	Equalized Revenue (lesser of (34) or (6) * (8))	203,576.40	216,700	326,748	425,220	425,220	425,220	425,220	425,220	425,220	425,220	425,220	
44	433	Initial LTFM State Aid (42) * (43)	115,157.87	122,582	185,352	233,791	244,757	243,940	243,930	243,932	243,938	243,938	243,940	
45	435	Old formula Grandfathered Alternative Facilities Aid	-	-	-	-	-	-	-	-	-	-	-	
46	436	Total LTFM State Aid (Greater of (44) or (45))	115,157.87	122,582	185,352	233,791	244,757	243,940	243,930	243,932	243,938	243,938	243,940	
47	439	Total LTFM Levy (34) - (46) (including coop/intermediate)	434,407.40	431,952	596,187	654,453	646,469	652,010	650,537	653,804	656,423	658,297	662,285	
48		Debt Service Portion of Revenue (non-grandfather districts)												

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Long-Term Facilities Maintenance (LTFM) Ten Year Revenue Projection				Revised 6/24/2016												
<b>162 &lt;= Type in School District Number</b>																
<b>BAGLEY PUBLIC SCHOOL DISTRICT</b>																
<i>Calculations for Ten Year Projection</i>				Pay 16	Payable 2016 LLC Certification	Current Estimate										
	LLC #	FY 2017	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	763+764	351,951	466,741	466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005				
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	704	-	-	-	-	-	-	-	-	-	-				
51	Total Debt Service Revenue = (49) + (50)	765	351,951	466,741	466,426	466,006	470,731	469,248	472,516	475,141	477,015	481,005				
52	Equalized debt Service Revenue (lesser of (43) or (51))	440	216,700	326,748	425,220	425,220	425,220	425,220	425,220	425,220	425,220	425,220				
53	Debt Service Aid = (52) * (42)	441	122,582	185,352	233,791	244,757	243,940	243,930	243,932	243,938	243,938	243,940				
54	Equalized Debt Service Levy = (52) - (53)	443	94,118	141,396	191,429	180,463	181,280	181,290	181,288	181,282	181,282	181,280				
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	444	135,250	139,993	41,206	40,786	45,511	44,028	47,296	49,921	51,795	55,785				
56	<b>General Fund Portion of Revenue (non-grandfather districts)</b>															
57	Total General Fund Revenue = (34) - (51)	445	202,584	314,798	421,818	425,220	425,220	425,220	425,220	425,220	425,220	425,220				
58	General Fund Equalized Revenue = (43) - (52)	446	-	-	-	-	-	-	-	-	-	-				
59	Total General Fund Aid = (46) - (53)	447	-	-	-	-	-	-	-	-	-	-				
60	General Fund Equalized Levy = (58) * (41)	448	-	-	-	-	-	-	-	-	-	-				
61	General Fund Unequalized levy = (57) - (58)	449	202,584	314,798	421,818	425,220	425,220	425,220	425,220	425,220	425,220	425,220				
62	Total General Fund Levy = (60) + (61)	450	202,584	314,798	421,818	425,220	425,220	425,220	425,220	425,220	425,220	425,220				
231	<b>Notes:</b> 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.															

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure	ED - 02478-02
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**INSTRUCTIONS:** Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. The Finance Code for Pre-K remodeling is yet to be assigned.

	District Name: Bagley		District # 162
			Date: 07/13/2016
	District Contact for Questions on this Spreadsheet:		E-mail: ddecker@bagley.k12.mn.us
	Name: David Decker		Phone #: ( 218 )694 - 6184

	Fiscal Year, Ending June 30th -->	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>ESTIMATED EXPENDITURES:</b>											
<b>Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing &gt; \$100,000 per Site</b>											
Finance	Category										
347	Physical Hazards	\$11,500	\$11,500	\$11,500	\$8,000	\$6,000	\$6,000	\$6,000	\$7,500	\$8,000	\$12,000
349	Other Hazardous Materials	\$2,500	\$2,500	\$2,500	\$1,500	\$1,500	\$1,500	\$1,500	\$2,000	\$2,500	\$2,500
352	Environmental Health & Safety Management	\$11,900	\$10,000	\$10,000	\$7,000	\$5,000	\$5,000	\$5,000	\$5,000	\$6,000	\$10,000
358	Asbestos Removal and Encapsulation	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$6,600	\$6,000	\$56,000	\$6,000	\$4,500	\$4,500	\$4,500	\$4,500	\$5,000	\$6,000
366	Indoor Air Quality	\$8,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects</b>	<b>\$62,500</b>	<b>\$30,000</b>	<b>\$80,000</b>	<b>\$22,500</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$19,000</b>	<b>\$21,500</b>	<b>\$30,500</b>
<b>Health and Safety, Projects Costing &gt; \$100,000 per Site</b>											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Pre-K instruction approved under M.S. 124D.151</b>											
Finance	Category										
TBD	Remodeling for Pre-K instruction approved by the commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>											
Finance	Category										
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>											
Finance	Category										
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$0	\$0
369	Building Hardware and Equipment	\$7,500	\$0	\$0	\$0	\$60,000	\$0	\$65,000	\$150,000	\$50,000	\$0
370	Electrical	\$0	\$0	\$0	\$250,000	\$55,000	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$36,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	\$40,000	\$20,000
380	Mechanical Systems	\$32,500	\$0	\$70,000	\$0	\$150,000	\$0	\$100,000	\$200,000	\$100,000	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$30,000	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$25,000	\$136,000	\$100,000	\$0	\$0	\$56,000	\$200,000	\$40,000	\$200,000	\$250,000
384	Site Projects	\$38,500	\$149,000	\$100,000	\$0	\$0	\$260,000	\$0	\$0	\$0	\$125,000
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$139,500</b>	<b>\$285,000</b>	<b>\$300,000</b>	<b>\$400,000</b>	<b>\$415,000</b>	<b>\$416,000</b>	<b>\$395,000</b>	<b>\$390,000</b>	<b>\$390,000</b>	<b>\$395,000</b>
	<b>Total Annual 10 Year Plan Expenditures</b>	<b>\$202,000</b>	<b>\$315,000</b>	<b>\$380,000</b>	<b>\$422,500</b>	<b>\$432,000</b>	<b>\$433,000</b>	<b>\$412,000</b>	<b>\$409,000</b>	<b>\$411,500</b>	<b>\$425,500</b>

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## Long Term Facility Maintenance Plan

### 2016-17

1. Concrete apron by elementary media center	\$11,000
2. Replace concrete at high school entrance	\$20,000
3. Replace elementary door #14	\$7,500
4. Air conditioning- high school server room	\$8,000
5. New sidewalk- southwest entry of elementary	\$7,500
6. Convert circulating pump and HVAC motors to variable speed drives	\$32,500
7. Asbestos removal- Small gym, hallway, and art room	\$22,000
8. New flooring – kindergarten, small gym hallways, art room, nurses office, ramp	\$16,000
9. Rubber floor in small gym	\$20,000
10. New roofing on the bus garage	\$25,000

### 2017-18

1. Bathroom renovation- elementary	\$45,000
2. Replace old asphalt at the elementary	\$104,000
3. New roofing- elementary small gym	\$26,000
4. New roofing- elementary big gym, music room, cafeteria	\$110,000

### 2018-19

1. Bathroom renovation	\$100,000
2. Roofing- high school	\$100,000
3. Heat pump replacement- high school	\$70,000
4. Replace panel and all devices on high school fire alarm system	\$50,000

### 2019-20

1. Roofing- high school	\$150,000
2. Generator- elementary	\$250,000

### 2020-21

1. Roofing – high school	\$150,000
2. Change exterior lighting to LED	\$55,000
3. Replace door hardware – high school	\$60,000
4. Heat pump replacement	\$150,000

2021-22

- |   |           |
|---|-----------|
| 1. New rubber floor- elementary big gym   | \$100,000 |
| 2. New roofing- boiler room and ECFE wing | \$56,000  |
| 3. Replace asphalt- high school           | \$260,000 |

2022-23

- |  |           |
|--|-----------|
| 1. New roofing – high school                 | \$200,000 |
| 2. Elevator modernization system- elementary | \$65,000  |
| 3. Heat pump replacement                     | \$100,000 |
| 4. Window replacement- high school           | \$30,000  |

2023-24

- |   |           |
|---|-----------|
| 1. Replace make up air handlers – high school | \$100,000 |
| 2. Heat pump replacement- high school         | \$100,000 |
| 3. Bathroom renovation- elementary            | \$100,000 |
| 4. Window replacement- high school            | \$50,000  |
| 5. Carpet- high school                        | \$40,000  |

2024-25

- |                                       |           |
|---------------------------------------|-----------|
| 1. Carpet- high school                | \$40,000  |
| 2. New roofing- high school           | \$200,000 |
| 3. Heat pump replacement- high school | \$100,000 |
| 4. Window replacement- high school    | \$50,000  |

**RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY**

**BE IT RESOLVED** by the School Board of Independent School District No.162, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.162 shall begin on August 2, 2016, and shall close on August 16, 2016. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2016.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO.162  
BAGLEY PUBLIC SCHOOLS  
STATE OF MINNESOTA**

**NOTICE IS HEREBY GIVEN** that the period for filing affidavits of candidacy for the office of school board member of Independent School District No.162 shall begin on August 2, 2016, and shall close at 5:00 o'clock p.m. on August 16, 2016.

The general election shall be held on Tuesday, November 8, 2016. At that election, four (4) members will be elected to the School Board for terms of four (4) years each.

The special election shall be held on Tuesday, November 8, 2016. At that election, one (1) member will be elected to the School Board for terms of two (2) years.

Affidavits of Candidacy are available from the school district clerk, 202 Bagley Avenue NW, Bagley, MN 56621. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2016.

Dated: \_\_\_\_\_, 20 \_\_\_\_

**BY ORDER OF THE SCHOOL BOARD**

\_\_\_\_\_  
Wendy Fultz  
School District Clerk



Transforming Electrical, Heating & Cooling

**SERVICE PROVIDER**

Randy Wetenkamp  
Clearbrook Electric  
204 Hwy 92 SW  
Clearbrook, MN 56634  
Phone: 218-776-3995

**WORK ESTIMATE**

DATE: 8/31/2015  
ESTIMATE: SCHOOL

**CUSTOMER**

Bagley High School  
Bagley, MN 56621

**PROJECT DESCRIPTION:** Install low ambient Air Conditioning system in IT room  
Mitsubishi PUY36 quoted is a 3 ton low ambient rated (with attached wind baffles)  
air conditioning only unit

QTY	DESCRIPTION	TOTAL
1	Mitsubishi PUJA36NHA6 OUTDOOR UNIT	
1	Mitsubishi PKAA36KA6 INDOOR UNIT	
1	25' LINSET	
1	WIRELESS REMOTE	
1	2" BLACK ECO PAD	
1	LOW AMBIENT FRONT WIND BAFFLE	
1	LOW AMBIENT REAR WIND BAFFLE	
1	LOW AMBIENT SIDE WIND BAFFLE	
	WIRING	
	ELECTRICAL INSP FEE	
	INSTALLATION	
	TOTAL INSTALLED PRICE	\$7,688.00

SUBTOTAL	
S & H	
TOTAL	\$7,688.00

Above information is not an invoice and only an estimate of services described above. This estimate is non-contractual.  
If you have any questions concerning this invoice contact Randy at 218-776-3995 or ceinc@icloud.com.

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**24 HOUR EMERGENCY SERVICE**

172 Spirit Avenue NW • Bemidji, MN 56601  
218-444-COOL / 218-444-HEAT • Fax 218-444-1920

August 21, 2015

Bagley High School  
1130 Main Avenue N  
Bagley, MN 56621

**Attention: Nolan Anderson**

We are pleased to offer you the following proposal:

**Scope of Work – Option #1**

Furnish & install Trane 3-ton package rooftop unit with free air economizing cooling below 55°F and mechanical cooling above 55°F

- 1). Roofing and sleepers
- 2). Insulated ductwork
- 3). Steel welded lintel through block bearing wall
- 4). Drain line with p-trap
- 5). Digital thermostat
- 6). Wiring
- 7). Crane
- 8). Labor

**Your Investment: \$14,489.00 (Fourteen Thousand Four Hundred Eighty-Nine Dollars)**

**Scope of Work – Option #2**

Bohn 3-ton refrigeration low ambient condenser with a wall-mounted multi-aqua evaporator

- 1). Roof-mounted wood box stand
- 2). ACR copper line set
- 3). Drain line
- 4). Digital thermostat
- 5). Crane
- 6). Wiring
- 7). Labor

**Your Investment: \$12,758.00 (Twelve Thousand Seven Hundred Fifty-Eight Dollars)**

PRICING VALID FOR 30 DAYS

ALL MATERIAL USED IN THIS CONTRACT IS GUARANTEED TO BE AS SPECIFIED, AND THE ENTIRE JOB IS TO BE DONE IN A NEAT AND WORKMANLIKE MANNER. ANY DEVIATION FROM THE WORK HEREIN AGREED UPON WILL BE MADE ONLY UPON A WRITTEN ORDER FOR THE SAME AND WILL INVOLVE AN EXTRA CHARGE OVER THE ABOVE ESTIMATE.

QUOTED BY: David McCollum, President DATE August 21, 2015

ACCEPTED BY: \_\_\_\_\_ DATE \_\_\_\_\_